

COURSE DESCRIPTIONS

ANTHROPOLOGY

- AY 201—CULTURAL ANTHROPOLOGY** . . . 3 cr.
The nature of culture and an analysis of the languages, economic organization, social groups, art, and religion in primitive societies. Three class periods.

ART

- ART 101—DRAWING I** . . . 3 cr. (Evening: 2 cr.)
Introduction to the basic disciplines of drawing through the use of still life, landscape, and the figure. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours).
- ART 102—DRAWING II** . . . 3 cr. (Evening: 2 cr.)
Prerequisite: ART 101 or consent of instructor. A continuation of ART 101. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 103—DESIGN I** 3 cr. (Evening: 2 cr.)
An analytical approach to the elements and principles of design. Emphasis on line, form, texture, and color in both two and three dimensional space organizations. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours).
- ART 104—DESIGN II** 3 cr. (Evening: 2 cr.)
Prerequisite: ART 103 or consent of instructor. A continuation of ART 103. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 118—ART APPRECIATION** 3 cr.
A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. Three class periods.
- ART 203—ART HISTORY I** 3 cr.
A history and critical study of painting, sculpture, and architecture from prehistoric times to the Renaissance. Three class periods.
- ART 204—ART HISTORY II** 3 cr.
Prerequisite: ART 203. A continuation of the history and criticism of art from the Renaissance to the present. Three class periods.
- ART 205—PAINTING I** 3 cr.
Prerequisite: Art 102 or consent of instructor. A comprehensive analysis of painting techniques and contemporary approach to still life, landscape, and figure compositions. Six contact hours (2 class hours; 4 studio hours)
- ART 206—PAINTING II** 3 cr.
Prerequisite: ART 205. A continuation of ART 205 with emphasis on exploratory work achieved by means of research, evaluation of traditional and contemporary compositions, and contributions of artists, past and present. Emphasis on the abstract and non-objectives. Six contact hours (2 class hours; 4 studio hours.)

ART 207—CERAMICS I ...3 cr. (Evening: 2 cr.)

This course introduces the basic methods of ceramic production in hand building, wheel throwing, and glaze application. A unit in enameling introduces the principles of applying vitreous enamels to metals. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour, 3 studio hours).

ART 208—CERAMICS II 3 cr. (Evening: 2 cr.)

Prerequisite: ART 207. A continuation of the ceramic unit introduced in ART 207. Sculpture methods and procedures in clay will be included in this course. Creative forms in both pottery and sculpture will be emphasized. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)

ART 209—PRINTMAKING3 cr.

Prerequisite: Drawing 101. This course will introduce students to the methods of the Graphic Arts. Work will be undertaken in relief and Intaglio Printing. Six contact hours (1 class hour; 5 studio hours.) (Evening: 4 contact hours—1 class hour; 3 studio hour.)

BIOLOGY

BY 101—Botany4 cr.

A study of the plant kingdom with emphasis on morphology, life cycles, phylogenetic advances, and economic importance. Emphasis will be placed on principles which are applicable to all forms of life. Three class periods and three laboratory hours.

BY 102—ZOOLOGY I 4 cr.

A survey of the major invertebrate phyla with emphasis on taxonemy, life cycles, ecology, and phylogenetic relationships. Three class periods and two laboratory hours.

BY 103—ZOOLOGY II 4 cr.

A comprehensive investigation of the phylum Chordata, with emphasis on the sub-phylum Vertebrata. Examples of each vertebrate class will be observed and a dissection will be made of a perch, a shark, a frog, a garter snake, a chicken, and a mammal. Evolution, organ systems, and physiology and function will be emphasized. Three class periods and three laboratory hours.

BY 207—ANATOMY AND PHYSIOLOGY ..4 cr.

A study of the gross morphology and chemistry of the human. Three class periods and two laboratory hours.

BY 209—MICROBIOLOGY 4 cr.

A study of protista, viruses, rickettsiae, and schizomycetes of medical and economic importance. Laboratory exercises will demonstrate bacteriological methodology using nonpathogenic forms. Three class periods and three laboratory hours.

BY 225—COMPARATIVE ANATOMY4 cr.

Prerequisite: BY 103. A comprehensive survey of the anatomy of chordates with emphasis of study to be placed on the Amphioxus, Necturus, cat, and dogfish shark. All structural systems of each of these animals will be investigated from embryology to maturity. Three class periods and three laboratory hours.

BUSINESS ACCOUNTING

BAC 111—SECRETARIAL ACCOUNTING I 3 cr.

Includes lectures, problems, and laboratory practices. This course parallels BAC 201. Emphasis is placed on forms, procedures, and practical applications. This is not designed for use in a four-year program in business. Three class periods.

BAC 112—SECRETARIAL ACCOUNTING II 3 cr.

Prerequisite: BAC 111. A continuation of BAC 111 with emphasis on various types of businesses and their financial statements. Three class periods.

BAC 201—PRINCIPLES OF ACCOUNTING I 3 cr.

An introductory study of the underlying principles of double entry records; basic types of records and reports; accounting procedure and technique; inventories valuation and depreciation methods; the form and content of the balance sheet and the statement of profit and loss. Three class periods. (Formerly BAN 201).

BAC 202—PRINCIPLES OF ACCOUNTING II 3 cr.

Prerequisite: BAC 201. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Accounting for stocks and bonds. An introduction to job-order costing and standard costing; and financial statement analysis as an aid to management decision making. Three class periods. (Formerly BAN 202).

BAC 203—INTERMEDIATE ACCOUNTING I 3 cr.

Prerequisite: BAC 202. A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three class periods. (Formerly BAN 203).

BAC 204—INTERMEDIATE ACCOUNTING II 3 cr.

Prerequisite: BAC 203. Accounting for stockholders equity and stock transactions. Long-term liabilities, and investments in corporate securities. Attention is given to statements from incomplete data and the correction of errors. Three class periods. (Formerly BAN 204).

BAC 205—COST ACCOUNTING 3 cr.

Prerequisite: BAC 202. Interpretation and analysis of cost into three major areas: (1) planning and controlling routine operations (break-even analysis; job order process cost systems), (2) inventory valuation and income determination (standard costing), (3) policy making and long-range planning (capital budgeting). Three class periods.

BUSINESS ADMINISTRATION

BAN 101—INTRODUCTION TO BUSINESS 3 cr.

An introduction to business organization and procedure, enabling the student more intelligently to pursue advanced business courses and to choose a business career. Three class periods.

BAN 125—BUSINESS MATHEMATICS ... 3 cr.

A mathematical treatment of financial problems arising in modern living. The principal purpose of this course is to develop skill in the handling of business transactions. It covers such topics as: percentage, inventories and turnover, simple interest and present value, depreciation, and payroll. Three class periods. (Formerly BEN 125.)

BAN 225—BUSINESS LAW 3 cr.

The basic principles of law as related to business are emphasized. Areas covered in detail are contracts, agency, personal property, bailments and negotiable instruments. Three class periods.

BAN 226—BUSINESS LAW 3 cr.

Prerequisite: BAN 225. The legal principles involving partnerships, corporations, sales, bankruptcy, trusts, and estates are stressed. Three class periods.

DATA PROCESSING

**BDP 100—INTRODUCTION TO
DATA PROCESSING 3 cr.**

An introduction to the field of data processing. Curriculum will include: the history, scope and economic changes caused by data processing; the expectations and limitations of computers; a comparison of equipment normally found in data processing installations; and data processing as a career. This course is intended for students who have had no prior experience in the field of data processing. Three class hours. (Formerly DP 100.)

**BDP 102—BASIC COMPUTER
CONCEPTS 3 cr.**

Prerequisite: BDP 100 or consent of the Division Director. Basic principles of data processing to include an understanding of computer systems, collecting data, inputs, outputs, common language, unit recording equipment, and experience with data processing systems. Four contact hours (2 class hours; 2 laboratory hours). (Formerly DP 102.)

**BDP 106—DATA PROCESSING
APPLICATIONS 4 cr.**

Prerequisite: BDP 100 or consent of the Division Director. This course will include: batch processing, large volume applications, flow chart template and detail flow charting, forms design, payroll applications, scheduling requirements and inventory applications. Five contact hours (3 class hours; 2 laboratory hours). (Formerly DP 106.) z

**BDP 203—COMPUTER PROGRAM-
MING I 5 cr.**

Prerequisite: BDP 102; BDP 106. This course will include: basic programming language, data representation (a) Binary (b) binary coded decimal (c) hexadecimal; instruction format-operation code and operand (address); special memory assignments (read, punch and print areas); Input-Output instructions; arithmetic instructions; logic instructions (decisions—yes or no); branching; control statements; switches; loading the program; assemblers and compilers; and practical problems. Six contact hours (4 class hours; 2 laboratory hours).

BDP 206—COMPUTER PROGRAMMING II 5 cr.
Prerequisite: BDP 203. This course will include: advanced programming language; indexing; use of tables; loop control; instruction modification; library sub-routines; magnetic tape, disk and data cell usage, and program development. (Four class hours, two laboratory hours.)

BDP 209—SYSTEMS DEVELOPMENT AND DESIGN 4 cr.
Prerequisites: BDP 102; BDP 106. This course includes: the source document, source document controls, block diagramming, input requirements, internal processing, internal controls-balanced to source document controls, unprocessable records, output requirements (card or printed), output controls, and documentation. Five contact hours (3 class hours; 2 laboratory hours).

BDP 210—ADVANCED COMPUTING AND PROGRAMMING SYSTEMS 3 cr.
Prerequisites: BDP 206; BDP 209. This course will include: tape sorting and merging; data communications—central and remote stations; time and cost determinations; conversion costs and planning; auditing techniques; controlling the system; operating system; and Management Information System Concepts. Six contact hours (2 class hours; 4 laboratory hours).

FINANCE

BFI 210—PRINCIPLES OF FINANCE 3 cr.
Prerequisite: BAN 101. The essentials of money, credit and banking; consumer and government income, spending and borrowing; essentials of corporation finance. Discussion of the stock and bond markets and commodity futures trading. Three class periods.

HOSPITALITY MANAGEMENT

BHM 101—INTRODUCTION TO HOSPITALITY MANAGEMENT 3 cr.
This course is designed to introduce students to the hospitality industry and management of hotels, motels and restaurants. It is an orientation course designed to give the history, organization, problems and opportunities in the hotel/motel and restaurant industry. The course offers a study of the functions of departments, promotional and personnel functions of management, trends and developments in the industry today, and a study of techniques and procedures of modern management.

INSURANCE

BIN 116—PRINCIPLES OF INSURANCE 3 cr.
This course will seek to develop principles that can be used in understanding insurance companies, contracts, and practices. The approach will be essentially functional. Emphasis will be on the presentation principles and explanations of practices. Methods of comparing the relative cost will be presented. Three class periods. (Formerly INS 116.)

BIN 201—PROPERTY AND LIABILITY

INSURANCE 3 cr.

Prerequisite: BIN 116. A study of insurance as it relates to loss of property and financial loss due to liability to others. Topics include multiple—line and package policies, fire, casualty, and general liability insurance, etc. Three class periods.

BIN 202—MARINE AND INLAND

INSURANCE 3 cr.

Prerequisite: BIN 116. Primary emphasis is placed on the various insurance contracts, protection of mortgage's interest, rates, ocean marine, inland marine and loss settlement principles. Three class periods.

MANAGEMENT

BMG 211 — PRINCIPLES OF

MANAGEMENT 3 cr.

A detailed analysis of the management functions of planning, organizing, staffing, directing and controlling as related to business enterprise. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles in business and industry. Three class periods.

MARKETING

BMK 210 — SALESMANSHIP 3 cr.

Prerequisite: BAN 101. An introduction to the art of effective salesmanship. An analysis of types and problems of psychology of sales situations. Buying motives, customer approach, and sales techniques are studied. Three class periods.

BMK 213 — PRINCIPLES OF

MARKETING 3 cr.

Prerequisite: BAN 101. The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those inter-acting determinates of demand which make up the marketing environment—the economic, psychological, sociological, and political factors. The legal restraints that make up the forces beyond management control but are needed in the marketing decision-making process are introduced. Three class periods. (Formerly MKG 213.)

BMK 214—MARKETING PRACTICES 3 cr.

Prerequisite: BMK 213. A continuation of BMK 213. Emphasis is placed on the study of marketing problems of the manufacturers, wholesaler, retailer, and other marketing agencies. Three class periods.

SECRETARIAL SCIENCE

BEN 101 — BEGINNING

TYPEWRITING 2 cr.

A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. (Students who have satisfactorily completed one year of high school typewriting should enroll in BEN 102—Intermediate Typewriting.) Four contact hours (1 class hour: 3 laboratory hours).

**BEN 102 — INTERMEDIATE
TYPEWRITING 2 cr.**

Prerequisite: BEN 101 or one year of high school typewriting. Emphasizes speed building, improvement of basic techniques, production typing of letters, tabulation, reports, manuscripts, and office problems. Four contact hours (1 class hour, 3 laboratory hours).

BEN 105 — BEGINNING SHORTHAND 3 cr.

Prerequisite or corequisite: BEN 101. A beginning course in the principles of Gregg shorthand with some dictation and transcription practice. (Students who have had one year of high school shorthand should enroll in BEN 106—Intermediate Shorthand.) Four contact hours (2 class hours; 2 laboratory hours).

**BEN 106 — INTERMEDIATE
SHORTHAND 3 cr.**

Prerequisite: BEN 105 or one year of high school shorthand (Gregg). A continuation of Beginning Shorthand with increased practice in dictation and transcription. (Students who have satisfactorily completed two years of high school shorthand should enroll in BEN 205—Advanced Shorthand.) Three class periods.

BEN 127—OFFICE APPLICATIONS 2 cr.

Prerequisite: BEN 102 or equivalent. Classroom practice in the use of the standard systems of filing. Practical experience with duplicating machines, transcribing machines. Executive and Selectric typewriters, and periphery office equipment. This course is designed to teach valuable office skills to those students who do not plan to become secretaries, as well as to secretarial students. Four contact hours (1 class hour; 3 laboratory hours).

BEN 129—CALCULATING MACHINES .. 2 cr.

Development of skill in the operation of adding machines and rotary and key-driven calculators. Content of the course is selected from standard practice materials. Four contact hours (1 class hour; 3 laboratory hours).

BEN 202—ADVANCED TYPEWRITING 2 cr.

Prerequisite: BEN 102. A continuation of basic skills in speed and accuracy with emphasis on production typing including the various business forms, tabulations, and reports. Four contact hours (1 class hour; 3 laboratory hours).

BEN 205—ADVANCED SHORTHAND 3 cr.

Prerequisite: BEN 106 or two years of high school shorthand. This course reviews Gregg shorthand theory and develops the ability to take dictation and transcribe rapidly and accurately. Three class periods.

**BEN 206—DICTATION AND
TRANSCRIPTION 3 cr.**

Prerequisite: BEN 205. Accelerated dictation and transcription. Finished products emphasized. Three class periods.

BEN 207—MEDICAL SHORTHAND 3 cr.

Prerequisite: BEN 106. Shorthand theory and dictation of medical nature. Medical vocabulary and spelling emphasized. Routine work of medical offices examined. Three class periods.

BEN 209—LEGAL SHORTHAND 3 cr.

Prerequisite: BEN 106. Shorthand theory and dictation of legal nature. Legal vocabulary and spelling emphasized. Routine work of legal offices examined. Three class periods.

**BEN 215—BUSINESS
COMMUNICATIONS 3 cr.**

Prerequisite: EH 101, or consent of instructor, and the ability to typewrite. A study of effective business communication and a brief review of grammar, punctuation, and vocabulary. Extensive practice will be given in business letter writing. Three class periods.

BEN 217—SECRETARIAL PRACTICES .. 3 cr.

Prerequisites: BEN 106 and BEN 102. This course is designed to increase efficiency in secretarial procedures and practices. Skills in preparing office forms and use of secretarial reference books are developed. Three class periods.

CHEMISTRY

CY 101—INTRODUCTORY CHEMISTRY 4 cr.

Introduction to the principles of modern inorganic chemistry, including topics in structure of matter, gas laws, solutions, ionization, chemical equations, atomic theory, acids and bases, metals and non-metals. This course is designed for those students who have had no previous chemistry, and for those planning to major in physical education, health related fields, medical technology, and home economics, and for those in a two-year nursing program. Three class periods and one three-hour laboratory.

CY 102—INTRODUCTORY CHEMISTRY 4 cr.

Prerequisite: CY 101. This course is a continuation of CY 101 with an introduction to organic chemistry. Three class periods and one three-hour laboratory.

**CY 103—GENERAL CHEMISTRY AND
QUALITATIVE ANALYSIS 4 cr.**

Prerequisite: Grade of "C" or better in CY 102 or approval of instructor. This course is designed to introduce the student to modern chemical concepts. Subject matter includes modern atomic structure and periodicity, chemical bonding, states of matter, and coordination chemistry. The laboratory work will be quantitative in nature, stressing accurate laboratory techniques. This course is designed to meet the first year college requirements for those majoring in science, engineering, premedical, pharmacy, and a four-year nursing program. Three class periods and one three-hour laboratory.

**CY 104—GENERAL CHEMISTRY AND
QUALITATIVE ANALYSIS 4 cr.**

Prerequisite: Grade of "C" or better in CY 103 or approval of instructor. This course is a continuation of CY 103 and will stress chemical equilibrium, chemical kinetics, electro-chemistry, oxidation-reduction, and selected families of metals and non-metals. Laboratory work will include studies of ionic equilibrium in aqueous solutions and semi-micro qualitative analysis of common cations. Three class periods and one three-hours laboratory.

CY 201—ORGANIC CHEMISTRY 4 cr.
Prerequisite: CY 104. A unified course in organic chemistry designed to provide the student with a knowledge of aliphatic and aromatic carbon compounds, their nomenclature, structure, classification, derivatives and general reactions. Three class periods and one three-hour laboratory.

CY 202—ORGANIC CHEMISTRY 4 cr.
Prerequisite: CY 201. A continuation of CY 201, including study of amines, amino acids and proteins, organic acids, carbohydrates and heterocyclic compounds. Three class periods and one three-hour laboratory.

CHILD CARE SCIENCE

CD 101—CHILD GROWTH AND DEVELOPMENT 4 cr.
Introductory study of the physical, social, emotional, and mental development of the young (preschool) child. The influence of cultural environment on development is considered. Individual differences in development are also considered. (4 contact hours)

CD 102—ADVANCED CHILD GROWTH AND DEVELOPMENT 4 cr.
Prerequisite: CD 101. Course designed to further the student's understanding of the physical, social, emotional, and mental development of the school age child up to preadolescence. Child guidance and behavior problems are considered. Feelings, attitudes, and values are discussed. (4 contact hours)

CD 103—CREATIVE ART ACTIVITIES .. 2 cr.
An introduction to a wide variety of art suitable for use with young children. Course is designed to help the student understand the importance of art media in enriching opportunities for children. Lectures and demonstrations are combined with workshops where practical experience may be obtained. (2 contact hours)

CD 104—COMMUNITY RELATIONSHIPS 2 cr.
Course designed to help student gain an understanding of the importance of good working relationships with adults, including parents, community leaders and members and employers; in addition to establishing connections for effective use of community resources. (2 contact hours)

CD 105—PRINCIPLES OF PRESCHOOL EDUCATION 3 cr.
An introductory course intended to acquaint the student with the basic principles involved with teaching the younger child. The course will include motivation, interest, and capabilities of the child in relationship to his abilities. Also, covered is the role of the kindergarten and day care center. (3 contact hours)

CD 106—MUSIC FOR YOUNG CHILDREN 3 cr.
Intended for students who plan to work with preschool children. The course deals with basic skills needed to involve children in simple music activities. Simple instruments such as autoharp and rhythm instruments will be used. Song singing, records, and other materials for group activities will be presented. (3 contact hours)

CD 107—LITERATURE FOR YOUNG CHILDREN 3 cr.

Course designed to acquaint the student with various forms of children's literature, to know literature available specifically for the young child, and to be able to select quality literature appropriate for different age groups. Authors and illustrators of children's books are also discussed. (3 contact hours)

CD 201—OBSERVING AND RECORDING CHILD BEHAVIOR 3 cr.

Prerequisite: CD 102. Course designed to increase objectivity and proficiency in observing and interpreting children's behavior; in addition, to increase awareness of normative patterns of behavior. Lecture and observation facilities are provided for study of young children, including infants. (2 contact hours, 1 laboratory)

CD 202—TEACHING OF ELEMENTARY GAMES 2 cr.

An introduction to a variety of games and activities within the physical capabilities of the young child. Actual participation of the student will give an understanding of the coordination needed by the child. (1 contact hour, 1 laboratory)

CD 203—CREATIVE SCIENCE ACTIVITIES 2 cr.

An introduction to a variety of science media for use with young children; basic instruction in the use of tools for creating and maintaining play equipment and for work with young children. Emphasis is placed on ways to use creative activities to stimulate learning experiences for children. (2 contact hours)

CD 204—EDUCATION OF THE CULTURALLY DEPRIVED CHILD .. 2 cr.

Designed to give an understanding of the environment which fosters cultural deprivation. The course will give the basic principles that must be used to teach the deprived child. (2 contact hours)

CD 205—SUPERVISED STUDENT PARTICIPATION 8 cr.

Prerequisite: CD 201. Course designed for participation under qualified supervision in the training program child development center and/or in a community nursery, children's institution, or day care center. Participation is closely supervised by a qualified instructor. (2 contact hours, 8 laboratory)

CD 206—NEW MATHEMATICS FOR YOUNG CHILDREN 2 cr.

An introduction to the newer mathematics as applied to pre-school children. Will present number concepts, principles and properties of the rational number system as applied in the kindergarten. (2 contact hours)

CIVIL ENGINEERING TECHNOLOGY

TEC 201—SURVEYING 3 cr.

Prerequisite: TEG 102. A study of the fundamentals of the tape, level, transit, and plane table with related field practice. Investigation and calculations regarding land area, traverses, standard deviations and errors will be emphasized. Four contact hours (2 class hours; 2 laboratory hours).

**TEC 202—BUILDING
CONSTRUCTION** 3 cr.
Prerequisite: TEG 101, TEM 101. A study of the qualitative aspects of structural design involved in the materials and types of construction used in various parts of buildings. Analysis and evaluation of work methods, equipment and specifications employed in the construction of residential, commercial and small industrial buildings. Four contact hours (2 class hours; 2 laboratory hours.)

DRAFTING AND DESIGN TECHNOLOGY

**TED 102—MECHANICAL AND ELEC-
TRICAL DRAFTING** 3 cr.
Prerequisite: EG 101. Suggested corequisite: EG 102. A course in mechanical and electrical drafting. Emphasis is on assembly and detail drawings of mechanical parts. Included is an introduction to electrical drafting. Six contact hours (2 class hours; 4 laboratory hours.)

**TED 201—ARCHITECTURAL
DRAFTING** 3 cr.
Prerequisite: EG 101. A survey of the theory and practices involved in the preparation of a set of architectural plans. Emphasis is placed on the floor plan design, details, elevations and perspectives. Consideration is also given to FHA standards, site selections, and common home construction techniques. Six contact hours (2 class hours; 4 laboratory hours.)

TED 203—CIVIL DRAFTING 3 cr.
Prerequisite: EG 101. A survey course covering structural and topographical drafting. Samples of drafting for buildings, bridges, towers, and other structures will be included, teaching structural design principles. The topographical unit will include drawing maps from information obtained in a survey, by aerial photography, etc. The making of contour maps, the meaning of various symbols, and the conventions peculiar to topography will be taught. Six contact hours (2 class hours; 4 laboratory hours.)

TED 204—INDUSTRIAL DESIGN 3 cr.
Prerequisite or corequisite: EG 102. A course designed to give the student knowledge and practice in common industrial design methods. Emphasis is on elements of good design and functional and proper presentation of design. Six contact hours (2 class hours; 4 laboratory hours.)

TED 206—ADVANCED DRAFTING 3 cr.
Corequisite: TED 204. A course designed to give the student advanced theory and practice in his specialized area of drafting: mechanical, civil, or architectural. Six contact hours. (2 class hours; 4 laboratory hours.)

**TED 221—ELECTRICAL AND
ELECTRONIC DRAFTING** 3 cr.
Prerequisite: TEE 101. A course designed to give the student following the electronic technology program practice and theory in developing a set of electronic drawings. Six contact hours (2 class hours; 4 laboratory hours.)

ECONOMICS

- ES 201—PRINCIPLES OF ECONOMICS** 3 cr.
Microeconomics. The foundations of economic analysis; theory of economic growth and stabilization; monetary theory; international trade and economic development. Three class periods.
- ES 202—PRINCIPLES OF ECONOMICS** 3 cr.
Prerequisite: ES 201 or consent of instructor. Microeconomics. This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Three class periods.

EDUCATION

- EN 105—INTRODUCTION OF
EDUCATION** 3 cr.
An introductory course in Education designed to assist the student in understanding the American educational system in terms of its development and the present organization. The student is acquainted with the problems and the rewards of the profession. Three class periods.

ELECTRICAL AND ELECTRONIC TECHNOLOGY

- TEE 100—FUNDAMENTALS OF
GENERAL ELECTRICITY** 3 cr.
A course designed to give students a general knowledge of electricity and its basic laws. Three class periods. (Formerly EL 102.)
- TEE 101—D. C. THEORY AND
CIRCUITS** 5 cr.
Prerequisite or corequisite: TEG 101. A study of the basic theory of electricity; direct current circuits, resistance, batteries, meters, magnetism, electromagnetism, inductance, and capacitance. Laboratory sessions will be devoted to applications of the theory acquired in lectures. Six contact hours (4 class hours; 2 laboratory hours). (Formerly ET 101.)
- TEE 102—A. C. THEORY AND
CIRCUITS** 5 cr.
Prerequisites: TEE 101 and TEG 101, Prerequisite or corequisite: TEG 102. The study of the development and analysis of sinusoidal current and voltages, and the study of reactance, impedance networks, resonance, power, transformer action and coupled circuits. Laboratory sessions are correlated to emphasize practical application of the appropriate theoretical consideration. Six contact hours (4 class hours; 2 laboratory hours.) (Formerly ET 102.)
- TEE 105—ELECTRICAL CONTROLS** 3 cr.
Prerequisite TEE 102. The study of the operation of motors, generators, relays and controlling systems involved in their operation and protection. Also included will be the coverage of the protection and stability of these systems. Three class periods. (Formerly ET 105.)

TEE 201—ELECTRONICS I 5 cr.

Prerequisite: TEE 102. Physical principles of vacuum tubes and semi-conductors. A study of limiters and clamp circuits, rectifiers, power supplies, voltage doublers, amplifiers and oscillators. Laboratory sessions are devoted to building and testing the various circuits designed and studied in the theory session. Six contact hours (4 class hours; 2 laboratory hours.) (Formerly ET 201.)

TEE 203—ELECTRONICS II 5 cr.

Prerequisite: TEE 201. A study of radio frequency amplifiers, modulators, demodulators, detectors and electronic systems. Laboratory sessions are devoted to building and testing various circuits designed and studied in the theory session. Six contact hours (4 class hours; 2 laboratory hours). (Formerly ET 203.)

TEE 204—INDUSTRIAL ELECTRONICS 5 cr.

Prerequisite: TEE 201. Principles and applications of electronic devices, circuits, and systems to industrial processes. Particular emphasis is placed on commercial and industrial circuits so that the student can associate the theoretical concepts of automation with equipment in actual use. Topical units of instruction include solid-state devices, transducers, servomechanisms, magnetic amplifier, error detectors, and machine control. Six contact hours (4 class hours; 2 laboratory hours).

TEE 206—ADVANCED ELECTRONIC CIRCUIT ANALYSIS 3 cr.

Prerequisite: TEE 102. The study of network theories, D. C. circuit analysis, filters, plot, lag and lead phase-shift networks, parallel-series circuit conversions, resonance, antiresonance, bandwidth selectivity, input and output impedance, universal resonance curve, transient analysis, and transformers. Three class periods. (Formerly ET 206.)

ENGINEERING

EG 101—ENGINEERING DRAWING 3 cr.

A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, orthographic projection, and multiview representation. Six contact hours (2 class hours; 4 laboratory hours).

EG 102—DESCRIPTIVE GEOMETRY 3 cr.

Prerequisite: EG 101. Theory and practice in solving graphic problems involving point, line, and space relationships. Six contact hours (2 class hours; 4 laboratory hours).

EG 105—ENGINEERING CALCULATIONS 1 cr.

Slide rule basic operations, multiplication, division, finding squares, cubes, square roots, cube roots, reciprocals, and common logarithms. Some trigonometric operations. One class period.

ENGLISH

EH 101—ENGLISH COMPOSITION 3 cr.

A comprehensive course which embodies the fundamentals of effective expression, with emphasis on expository writing, logical and imaginative thinking, and reading for understanding and appreciation. Three class periods.

EH 102—ENGLISH COMPOSITION 3 cr.

Prerequisite: EH 101. A continuation of EH 101, this course includes study and practice in research writing. Three class periods.

EH 103—COMPREHENSIVE ENGLISH 3 cr.

A unified course in English composition for students in Associate in Science degree programs, which combines essential elements of reading, speaking, writing, and logical thinking. Appropriate pieces of literature are studied to broaden range of reading knowledge, increase vocabulary, and insure proficiency in assembling material and writing a library paper. Three class periods.

EH 135—DEVELOPMENTAL READING 1 cr.

Prerequisite: Recommendation of EH 101 instructor. An advanced reading course available to students who wish to accelerate reading skills and deepen proficiency in reading comprehension. The student aims at acquiring greater efficiency through intensive study approaches, expanded vocabulary, and diagnostic methods of determining reading skill. Particularly recommended for prospective transfer students with reading needs. Two laboratory hours.

EH 201—GREAT IDEAS IN WORLD LITERATURE 3 cr.

Prerequisite: EH 101-102. Also, a strong background in the history of western civilization is recommended. An approach through reading and discussion to the great works of ancient and medieval and Renaissance literature with the purpose of exploring man's search for meaning and freedom in the contemporary world. Three class periods.

EH 202—GREAT IDEAS IN WORLD LITERATURE 3 cr.

Prerequisite: EH 101-102. An approach through reading and discussion to the great works of Renaissance and modern literature with the purpose of exploring man's search for meaning and freedom in the contemporary world. Three class periods.

EH 203—AMERICAN LITERATURE 3 cr.

Prerequisite: EH 102. A survey of literary trends from the Colonial period to the Civil War. Emphasis will be placed on the romantic rediscovery—nature, man, society—in the works of Irving, Cooper, Bryant. Study of the symbolic novels of Hawthorne and Melville and the short stories and poetry of Poe a major objective. Collateral reading and reports. Three class periods.

EH 204—AMERICAN LITERATURE 3 cr.

Prerequisite: EH 102. An introduction to the main themes and personalities of the American literary scene from the Civil War to the present. Emergence and new directions of modern poetry in Whitman, Lanier, Dickinson, Benet, Millay, Sandburg, Masters, Frost, and others; brief treatment of the poetry and new criticism in Ransom, Tate, Eliot, etc. Rise of realism and naturalism stressed in short stories of Twain, James, Crane, Wharton, Wolfe, Fitzgerald, Hemingway, and others. Approach to symbolic drama in Wilder, O'Neill, and others. Three class periods.

EH 205—ENGLISH LITERATURE 3 cr.

Prerequisite: EH 102. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. Study of the best and

most characteristic writings of Chaucer, Spenser, Shakespeare, Donne, Johnson, Milton, Dryden, Swift, Pope, Boswell. Collateral reading and reports. Three class periods.

EH 206—ENGLISH LITERATURE 3 cr.

Prerequisite: EH 102. An introduction to the main-stream of thought from the Romantic and Victorian Periods to the present. Interpretative study of the most characteristic works of Blake, Wordsworth, Coleridge, Byron, Keats, Shelley, Carlyle, Tennyson, Arnold, Mill; among the moderns, Hopkins, Shaw, Yeats, Joyce, Eliot. Among the novelists, Richardson, Fielding, and Hardy. Three class periods.

EH 215—IMAGINATIVE WRITING 3 cr.

Prerequisite: EH 102 and consent of instructor. A course to develop the student's capacity for imaginative writing. Practice in imaginative writing. Critical discussion of students' work and of selected literary works. Individual conferences. Three class periods.

EXPERIMENTAL COLLEGE

Alpha Program: Interdisciplinary Studies

IDS 101—UNIVERSAL MAN IN THE 20th CENTURY 9 cr.

This course is an interdisciplinary study of the 20th Century. It encompasses all areas of General Education—Communications, Humanities, Psychology, Natural Science, Social Science, Mathematics—and is open to students by application to the Dean of Special Education. Students admitted to the Interdisciplinary Studies program will elect IDS 102, IDS 201, IDS 202, and 4 credit hours in Physical Education in addition to IDS 101 to complete their General Education requirements. Offered Term I (Fall) through the Experimental College.

IDS 102—UNIVERSAL MAN IN ANTIQUITY 9 cr.

Prerequisite: IDS 101. This course is an interdisciplinary study from the dawn of man to 1066 A.D. It encompasses all areas of General Education—Communications, Humanities, Psychology, Natural Science, Social Science, Mathematics—and is open to students by application to the Dean of Special Education. Students admitted to the Interdisciplinary Studies program will elect IDS 101, IDS 201, IDS 202, and 4 credit hours in Physical Education in addition to IDS 102 to complete their General Education requirements. Offered Term II (Winter) through the Experimental College.

IDS 201—UNIVERSAL MAN IN THE MIDDLE AGES AND RENAISSANCE 9 cr.

Prerequisite: IDS 102. This course is an interdisciplinary study from 1066 A.D. to 1815. It encompasses all areas of General Education—Communications, Humanities, Psychology, Natural Science, Social Science, Mathematics—and is open to students by application to the Dean of Special Education. Students admitted to the Interdisciplinary Studies program will elect IDS 101, IDS 102, IDS 202, and 4 credit hours in Physical Education in addition to IDS 201 to complete their General Education requirements. Offered Term I (Fall) through the Experimental College.

**IDS 202—UNIVERSAL MAN IN THE AGE
OF ENLIGHTENMENT 10 cr.**

Prerequisite: IDS 201. This course is an interdisciplinary study from the Baroque to the Victorian Ages, with a projection into 2001 A.D. It encompasses all areas of General Education—Communications, Humanities, Psychology, Natural Science, Social Science, Mathematics—and is open to students by application to the Dean of Special Education. Students admitted to the Interdisciplinary Studies program will elect IDS 101, IDS 102, IDS 201, and 4 credit hours in Physical Education in addition to IDS 202 to complete their General Education requirements. Offered Term II (Winter) through the Experimental College.

BETA PROGRAM

The experimental College is developing a second phase of "Beta" program in interdisciplinary studies which will be open to all students on a non-selective basis. The scope of this program will be a re-organization of General Education requirements into six 7-credit courses.

FIRE SCIENCE AND PREVENTION

**FSP 100—INTRODUCTION TO FIRE
SCIENCE 3 cr.**

A study of the philosophical and historical backgrounds of fire protection services; the role and responsibilities of the fire service; the organization and function of federal, state, county, and private fire protection agencies; review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances; problems of the fire administrator; survey of professional fire protection career opportunities.

**FSP 101—FIRE COMPANY ORGANIZATION
AND PROCEDURES 3 cr.**

Principles of organization and administration in fire protection service; a study of company personnel management and training, fire equipment, communications, maintenance, budgeting, records and reports, insurance rating systems, and public relations.

FSP 102—FIRE OPERATIONS 3 cr.

The structure and function of battalion and company as components of municipal organizations; duties and responsibilities of the company officer.

**FSP 103—FUNDAMENTALS OF FIRE
PREVENTION 3 cr.**

Structure and function of the fire prevention organization; interpreting and applying code regulations; a study of the procedures and techniques of fire prevention, to include inspection, surveying and mapping, recognition and elimination of fire hazards; problems of public relations; coordination with other governmental agencies.

**FSP 200—FIRE FIGHTING TACTICS AND
STRATEGY 3 cr.**

Basic concepts involved in fire fighting, including fire behavior, size-up, attack principles, and utilization of available manpower and equipment; preplanning fire problems. Emphasis will be on developing thinking skills in relation to crises.

FSP 201—FIRE INVESTIGATION 3 cr.

A study of the principles of fire investigation; methods of determining area of fire origin, fire cause, and fire spread; location and preservation of evidence; interrogation of witnesses; arson detection; arson laws; case preparation and court procedure; reports and records.

FSP 202—FIRE CODES AND BUILDING CONSTRUCTION 3 cr.

A study of federal, state, and local laws applicable to the fire service; a survey of Fire Codes and Standards of the National Fire Protection Association and the Fire Prevention Code of the National Board of Fire Underwriters; role of the State Fire Marshal; principles and practices used in building construction.

FSP 203—HAZARDOUS MATERIALS 3 cr.

This course presents the basic fundamentals of chemistry used in fire science; types of chemicals and processes; and laws at federal, state, and local levels pertaining to use, storage, and transportation of chemicals. Also, topics covered include hazards of radioactives, precautions to observe in fighting fires involving hazardous materials, and laboratory demonstrations of incompatibles.

FSP 204—PHYSICAL SCIENCE FOR FIREMEN 3 cr.

The fundamentals of chemistry and physics applied to fire fighting and fire prevention are presented using laboratory demonstrations and other visual aids. This includes elementary physical and chemical testing of materials and products such as chemicals, fuels, metals, and plastics. It emphasizes the purpose, meaning, and methods of testing. There are demonstrations and experiments concerning the incompatibility of chemicals.

FSP 205—FIRE FIGHTING EQUIPMENT AND APPARATUS 3 cr.

Principles of pumping, construction and operation of pumps and pumping accessories, driving and pumping practices, principles and operation of aerial ladders, hydraulic systems, water supply, trouble shooting, and related subjects. Also covered are principles of the care, maintenance, and operation of fire department vehicles. Subjects covered include theory of internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburetion, engine tune-up and trouble shooting, characteristics of fuels and lubricants, and other related principles of automotive vehicles.

FSP 206—RESCUE PRACTICES 3 cr.

Instruction is given in life saving practices pertaining to the fire company. Training for resuscitator squads and rescue equipment, the fire department's role in civil defense and other disaster acts, chemicals and diseases that affect breathing, law on first aid, and the use of breathing apparatus are included.

FLIGHT TECHNOLOGY

TEF 101—FLIGHT THEORY 3 cr.

Classroom Instruction. An introduction to the theory of flight, navigation, meteorology, and Federal Aviation Agency Regulations. Three class hours.

TEF 103—SOLO FLIGHT 1 cr.
Co-requisite or prerequisite TEF 101. Actual flight training including both dual and solo flight instruction, sufficient to qualify for solo flight.

TEF 104—PRIVATE PILOT TRAINING ... 3 cr.
Prerequisite TEF 103. A continuation of TEF 103. Sufficient dual flight, solo flight and oral instruction is provided so that a person can qualify for the FAA Private Pilot Certificate.

FOOD SERVICE TECHNOLOGY

FS 101—ORIENTATION 3 cr.
A general course intended to familiarize the student with the food service industry, specifically hospital food service.

FS 102—NUTRITION I 3 cr.
A course emphasizing normal nutrition and nutrition and disease.

FS 103—NUTRITION II 3 cr.
This course stresses the hospital dietary considerations related to diet and disease.

FS 104—BASIC FOOD PREPARATION 3 cr.
A laboratory course in the principles of food preparation. All types of foods will be studied, with standards of preparation and service being emphasized.

FS 105—EQUIPMENT 3 cr.
Equipment terminology, safety, operation, terminology, and sanitation are covered in this course.

FS 106—FOOD ACCOUNTING AND COST CONTROL 3 cr.
A study of the policies and procedures involved in accounting in the food service industry and the methods used for controlling food and other costs.

FS 110—CHILD NUTRITION 2 cr.
A study of the specific nutritional needs of children and the effects of food on their growth and development. Emphasis will be placed on the establishment of good food habits and the methods of approaching this according to age. Menu planning for the child will also be included.

FS 201—SANITATION AND SAFETY ... 3 cr.
Instruction in implementation and supervision of sanitation and safety procedures in quality food service operations. Hazards of sanitation and safety peculiar to food service, will be discussed.

FS 202—QUANTITY FOOD 3 cr.
Study and laboratory experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes and portion control will be included.

FS 203—SUPERVISION AND MANAGEMENT 3 cr.
A study of the principles of management particularly as they apply to the food service industry. Students will be taught the role of the supervisor or manager in organizing and directing the work of his employees and his responsibility for planning and coordinating their activities.

FS 204—FOOD PURCHASING AND STORAGE 3 cr.
 A study of food purchasing procedures and policies in quantity food service operations. Students will also be taught the proper procedures for receiving, storing and controlling food and other supplies.

FS 205—AREAS OF SPECIALIZATION .. 3 cr.
 A course designed to permit the student to investigate any food service related field he desires for the sake of self-improvement.

FS 206—FOOD MERCHANDISING 3 cr.
 A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations and effective atmosphere.

FRENCH

FH 101—BEGINNING FRENCH 3 cr.
 This course consists of pronunciation, grammar, conversation, exercises, reading and composition. Visual and auditory aids are employed. Four contact hours (2 class hours; 2 laboratory hours).

FH 102—BEGINNING FRENCH 3 cr.
 Prerequisite: FH 101 or equivalent. A continuation of FH 101. Four contact hours (2 class hours; 2 laboratory hours).

FH 201—INTERMEDIATE FRENCH 3 cr.
 Prerequisite: FH 102 or equivalent. Reading from modern and classic French authors, grammar review, and conversation. Four contact hours (two class hours and two laboratory hours).

FH 202—INTERMEDIATE FRENCH 3 cr.
 Prerequisite: FH 201 or equivalent. A continuation of FH 201. Four contact hours (two class hours and two laboratory hours).

FH 203—FRENCH COMPOSITION AND CONVERSATION 3 cr.
 Prerequisite: FH 202 or four years of high school French. Informal composition and conversation emphasizing development of vocabulary and facility in handling the basic structures of the French language. Three class periods.

FH 204—FRENCH COMPOSITION AND CONVERSATION 3 cr.
 Prerequisite: FH 203. A continuation of FH 203 emphasizing written and oral reports and discussion of topics of contemporary cultural interest with regular reference to periodicals in the language. Three class periods.

GENERAL TECHNICAL EDUCATION

TEG 99—INTRODUCTION TO TECHNICAL MATH 3 institutional cr.
 A review of High School mathematics for students who lack the background necessary for enrollment in TEG 101. The course includes review of number theory, fractions, decimals, ratio and proportion, percentages, areas, volumes and basic algebra as applied to engineering calculations.

TEG 100—INTRODUCION TO ENGINEERING TECHNOLOGIES 3 cr.

An overview of the various Engineering Technologies. Emphasis is placed on such topics as job descriptions, industrial environment, and the qualification of a technician. Included will be periodic presentations from members of the various industrial fields. Three class periods.

TEG 101—TECHNICAL MATH I 3 cr.

Applied mathematics involving the principles and laws of basic algebra, solution of linear equations, complex numbers and basic analytical geometry. In each presentation, the work is supplemented with solutions to problems of technical nature. The prerequisites for this course are two years of high school algebra and a year of geometry, 3 class hours (Formerly MS 113).

TEG 102—TECHNICAL MATH II 3 cr.

Prerequisite: TEG 101. A continuation of TEG 101 which covers the laws and principles of trigonometry, vector analysis, complex numbers and geometric consideration of trig functions. Practical work in solution of engineering problems is emphasized. 3 class hours (Formerly MS 114).

TEG 201—TECHNICAL MATH III 3 cr.

Prerequisite: TEG 102. A course designed to give the student an introduction into elementary differential and integral calculus with emphasis on their application to engineering problems. Analytical geometry will be introduced where needed to clarify the calculus. Three class periods. (Formerly TE 203.)

TEG 203—TECHNICAL REPORT WRITING 3 cr.

Prerequisite: EH 101 or 103. A course of study in the proper arrangements, format, and analysis of technical data, specifications, and findings for presentation in report form. Methods and techniques for display of raw data by use of graphs and charts are emphasized. Three class periods. (Formerly TE 203.)

TEG 204—PLANNING AND ESTIMATING 3 cr.

Prerequisites: TEG 101, TEM 101. Analysis and determination of job requirements and costs of construction operations, including direct and indirect costs and preparation of bid proposals for construction projects. Four contact hours (2 class hours; 2 laboratory hours).

GEOGRAPHY

GY 105—WORLD GEOGRAPHY 3 cr.

An introductory course dealing with man's relationship to his natural environment in the various climatic, regional, and economic areas of the world, their interrelationships and problems of conservation of natural resources. Three class periods.

GY 201—CONSERVATION OF RESOURCES 3 cr.

A survey of natural and human resources of the world. Special emphasis will be placed in the United States with an intensive study of the wise use and wasteful practices in the exploitation and utilization of these resources. Three class periods.

GEOLOGY

- GL 101—PHYSICAL GEOLOGY** 3 cr.
Physical Geology, a science, is the study of the earth. Topics covered are: Structure and land forms, modifying agents and processes, characteristic rocks and minerals and a brief study of the surrounding atmosphere and the earth as a planet. For majors and non-majors. Three class periods.

GERMAN

- GN 101—BEGINNING GERMAN** 3 cr.
This course consists of pronunciation, elements of grammar, simple conversation, exercises, reading, and composition. Visual and auditory aids are employed. Four contact hours (2 class hours; 2 laboratory hours).
- GN 102—BEGINNING GERMAN** 3 cr.
Prerequisite: GN 101 or equivalent. A continuation of GN 101. Four contact hours (2 class hours; 2 laboratory hours).
- GN 201—INTERMEDIATE GERMAN** 3 cr.
Prerequisite: GN 102 or equivalent. Reading from standard German authors; careful review of grammar, conversation, and composition. Four contact hours; 2 laboratory hours).
- GN 202—INTERMEDIATE GERMAN** 3 cr.
Prerequisite: GN 201 or equivalent. A continuation of GN 201. Four contact hours (2 class hours; 2 laboratory hours).

GUIDED STUDIES

- ISI 89—GUIDED STUDIES
INSTITUTE** 3 institutional cr.
The Institute is a diversified program tailored to give individual remedial instruction in the basic areas of general education and to offer an introduction to all facets of academic learning experiences. Counseling will be an integral part of the program.
- GS 90—READING
LABORATORY** 3 institutional cr.
A reading program designed to prepare students for college reading by teaching the following: to select main and subordinate ideas; to improve techniques in vocabulary study; to adjust reading method to purpose; to determine tone and intent of author; and to improve reading rate while maintaining comprehension. Three class periods.
- GS 97—ENGLISH
FUNDAMENTALS** 3 institutional cr.
This course is designed for students who are not yet academically prepared to enter EH 101. Its main purpose is to increase the student's proficiency in the mechanical skills of English so that these skills may be used in the development of writing. Three class periods.

GS 99—GUIDED STUDIES

MATHEMATICS 3 institutional cr.

This course is designed for students who do not meet the prerequisites or do not score sufficiently high on the mathematics guidance test to enter directly into MS 101. Its main purpose is to increase the student's understanding of the important aspects of arithmetic and elementary algebra and to increase his manipulative skills in these areas. This course does not satisfy the General Education certification requirement. Three class periods.

HEALTH

HH 105—PERSONAL AND COMMUNITY HEALTH 3 cr.

A study of health problems which are of major importance to our society. Emphasis is placed on the general principles involved in our present understanding of health related areas. Three class periods.

HH 107—FIRST AID I 1 cr.

A course dealing with first aid skills to be used in the treatment of injuries in an emergency. One class period.

HH 108—FIRST AID II 1 cr.

A course dealing with first aid skills to be used in the treatment of injuries in an emergency. One class period.

HEALTH CARE

HOM 115—HEALTH CARE MANAGEMENT I 3 cr.

Introduction to nursing home management, history, theories, scope of the manager in relation to all departments vital in managing a nursing home such as nursing, dietary, business office, housekeeping, personnel, and maintenance will be emphasized. (Formerly BMG 115)

HOM 116—HEALTH CARE MANAGEMENT II 3 cr.

Prerequisite: Health Care Management I. Study of the nursing home organizational structure. The special sociological problems necessary in understanding that the nursing home is a health agency as well as a social institution, is included. Patient care needs will be studied. Role and scope of the manager in relation to all departments vital in managing a nursing home will be continued as started in HOM 115.

HISTORY

HY 101—WESTERN CIVILIZATION 3 cr.

A survey of the cultural beginnings of civilization and the diffusion and accumulation of culture through 1715: Ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, Islam, the Medieval Period, the Renaissance, and the Protestant Revolt. Three class periods.

HY 102—WESTERN CIVILIZATION 3 cr.

Modern western institutions from 1715 to the present day. Includes the developing capitalistic system; absolutism; the Enlightenment; the era of revolutions; the Constitution of the United States; the development of Democracy; the industrial revolution, nationalism, the world wars, and the cold war. Three class periods.

HY 201—UNITED STATES HISTORY 3 cr.

United States History to 1865. Emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery and the war between the states. Three class periods.

HY 202—UNITED STATES HISTORY 3 cr.

A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the first World War, and political, economic, and world affairs since World War II. Three class periods.

HY 221—HISTORY OF THE FAR EAST 3 cr.

A history of the Far East from early to modern times. Three class periods.

HY 230—HISTORY OF FLORIDA 3 cr.

History of Florida with emphasis on the explorations, U. S. acquisitions, Convention at St. Joseph, Civil War and Reconstruction, and Florida's rapid growth in the 20th century. Three class periods.

HY 265—HISTORY OF THE AMERICAS 3 cr.

A study of the nations of the Western Hemisphere, including Canada, from colonial times to the present with emphasis on Latin America. Three class periods.

HOME ECONOMICS

HEM 101—DYNAMICS OF MODERN LIVING 3 cr.

A study of the interpersonal relationship to include personal and family problems; analysis of the basic elements involved in courtship, mate selection, engagement, marriage, parenthood, and child development. Also covered are topics such as principles of good manners and acceptable standards of social behavior, personal appearance, social customs, personality development, human relations and consideration of the various occupational opportunities within the broad field of home and family life education. Three class periods.

HUMANITIES

HS 200 FINE ARTS FIELD TRIP 1 cr.

This course involves a cultural enrichment tour of New York City or other localities and is designed as a supplement for students currently enrolled in one or more Fine Arts courses. The trip will include visits to art galleries, museums, and musical and dramatic productions. A paper based on a cultural aspect, or aspects, of the trip is required, such paper to be due one month from the return date of the trip. Orientation material will be presented to the students well in advance of the trip, and topics for a paper will be discussed and arranged before leaving.

HS 201—HUMANITIES 3 cr.

Prerequisites: EH 102 or EH 103 or consent of instructor. A study of contemporary and recurrent human problems and values, largely through an examination of man's cultural achievements as revealed in his art, literature, music, and philosophy. Open only to students in Associate in Science Degree programs. Three class periods.

HS 203—HUMANITIES 4 cr.
A study of human expression, problems and values through the examination of man's cultural achievements as revealed in art, music, literature, and philosophy. The course provides an introduction to the arts and a study of ancient medieval-renaissance-baroque arts and ideas. Four class periods.

HS 204—HUMANITIES 4 cr.
Prerequisites: HS 203 or consent of instructor. This course is primarily concerned with man and his contemporary cultural environment, dealing with the age of enlightenment, romantic and contemporary periods. Four class periods.

NOTE: Credit will not be granted in both HS 203-204 and HS 201.

JOURNALISM

JM 201—INTRODUCTION TO JOURNALISM 3 cr.
Prerequisite: EH 101 or consent of instructor. An introductory course in journalism and newswriting. The course will include the history and development of journalism, contemporary journalism, and elements of newswriting. Three class periods.

JM 202—WRITING FOR MASS COMMUNICATIONS 3 cr.
Prerequisite: JM 201 or EH 101 or EH 215 or consent of instructor. Further study of the various professions within the field of mass communications with emphasis on polished performance in newswriting. Three class periods.

MATHEMATICS

MS 101—COLLEGE MATHEMATICS 3 cr.
Prerequisite: Two years of high school mathematics, GS 99, or equivalent. This course is designed for the General Education mathematics requirement. Emphasis is on concepts with manipulation as a tool to reinforce these concepts. The topics include mathematical logic, set symbolism and terminology, number bases, modular arithmetic, introduction to algebra and probability, and a thorough development of the real number system. Three class periods.

MS 102—BASIC MATHEMATICS FOR COLLEGE FRESHMEN 3 cr.
This course will serve as a foundation course for students not ready to enter MS 103 or MS 113 and will strengthen the background in mathematics for students who may need it before taking SC 102. It will meet the General Education requirement. Topics include operations with signed numbers, use of grouping symbols, first degree equations, special products and factoring, fractions, literal equations, functions and graphs, systems of linear equations, exponents and radicals, quadratic equations, ratio, proportion, and variation, and sine, tangent, and cosine used in the right triangles. Three class periods.

MS 103—INTERMEDIATE ALGEBRA 3 cr.
Prerequisite: 1 year of high school algebra. In addition all students enrolled in MS 103 will be given a first year algebra test. Students failing to make a satisfactory score on this exam will be recommended not to continue in MS 103. This course is designed

to prepare students wishing to enter MS 105. This course will also meet the 3-hour General Education requirement in mathematics of sets; vocabulary; functional relationships; simple fractional equations and the real number system vocabulary. Three class periods.

MS 105—COLLEGE ALGEBRA 3 cr.

Prerequisite: Two years of high school algebra and one year of plane geometry or equivalent. Techniques of algebra are studied with the emphasis on exact vocabulary. An analysis of the real number system is introduced to increase the depth of understanding algebra. Topics include linear and quadratic functions; systems of equations; inequalities; logarithms; series; theory of equations; and mathematical induction. This course is intended for students who need more preparation for trigonometry and the calculus. Three class periods.

MS 110—COLLEGE TRIGONOMETRY 3 cr.

Prerequisite: MS 105 or 2½ years of high school algebra, one year of plane geometry and departmental approval. This course treats trigonometric functions as functions of real numbers with trigonometric functions of angles and vectors. It includes identities, inverse circular functions, solutions of trigonometric equations, complex numbers, graphs of trigonometric functions, and solutions of triangles. Three class periods.

**MS 115—COLLEGE ALGEBRA AND
TRIGONOMETRY 4 cr.**

Prerequisite: Two years of high school algebra and one year of plane geometry and trigonometry. A course for the above-average student which includes integrated topics of college algebra and trigonometry. The symbolism and terminology of sets and mathematical logic are applied when appropriate. It is designed primarily for the student planning to study analytic geometry and calculus. Four class periods.

**MS 121—INTRODUCTORY ANALYSIS
(HONORS) 4 cr.**

Prerequisite: High achievement in four years of academic high school mathematics, satisfactory scores on the twelfth grade placement test and the American College Test, and departmental approval. This course is designed to provide the student with a unified and substantial approach to the logical structure of mathematics. MS 121 aims to introduce the student to more advanced topics with the hope of encouraging further study and reading in this direction. Four class periods.

MS 127—ELEMENTARY STATISTICS 3 cr.

Prerequisite: MS 101 or MS 103 or consent of instructor. This is an introductory course in statistics and will include the following topics: frequency distribution and graphical representation, percentiles, measures of central tendency and dispersion or variability, normal curve of distribution, sampling error theory, standard measures and methods of combining test scores, correlation theory and techniques of applying these theories. Three class periods.

**MS 131—CALCULUS WITH ANALYTIC
GEOMETRY I 4 cr.**

Prerequisite: MS 110 or MS 115 or two years of high school algebra, one year of plane geometry, ½ year of trigonometry, and a high score on the mathematics test with departmental approval. A course designed

for the major in mathematics, science or engineering having a good foundation in algebra and trigonometry but no analytic geometry. This is an integrated differential and integral calculus course with analytic geometry and places emphasis upon the theoretical approach to mathematical analysis. Covered in the course are an introduction to analytic geometry, differentiation of algebraic expressions with applications of the derivative, and integration involving algebraic expressions, with applications. Four class periods.

MS 190—COMPUTER ORIENTED MATHEMATICS 3 cr.

Prerequisite: MS 105 or equivalent. The course presents basic ideas and methods of mathematics as oriented to the computer. It is designed to utilize a classroom computer, electronic calculators, and a logic trainer in use in the mathematics laboratory. Students will, after studying number systems, logic, Binary Boolean Algebra, numerical methods and computer mathematics, write programs in machine language for problems compatible with their own interest and areas of study for the Math-Master. While the emphasis will be on the mathematics of computers, the course will provide a foundation for further study in programming and computer science. (This course does not contain the more common computer languages.)

MS 232—CALCULUS WITH ANALYTIC GEOMETRY 4 cr.

Prerequisite: MS 131 or its equivalent. A continuation of the calculus analytic geometry sequence. The course includes differentiation and integration of transcendental functions, plane analytic geometry topics, methods of integration and the algebra calculus of vectors in the plane. Four class periods.

MS 233—CALCULUS WITH ANALYTIC GEOMETRY III 4 cr.

Prerequisite: MS 232 or its equivalent. A continuation of the calculus-analytic geometry sequences. Topics include indeterminate forms, improper integrals, polar coordinates, infinite series, solid geometry and its vectors, partial differentiation, and multiple integrals. Four class periods.

MS 240—DIFFERENTIAL EQUATIONS 3 cr.

Prerequisite: MS 233. A study of the procedure and theory of various methods of solving ordinary differential equations, which includes a development of Laplace Transforms and applications. Three class periods.

MS 275—ELEMENTARY CONTEMPORARY MATHEMATICS 3 cr.

MS 275 is an in-service course designed to acquaint elementary teachers with modern topics in mathematics. The course is open to all qualified elementary school teachers and those interested in elementary school mathematics. No prior knowledge of contemporary mathematics will be assumed and many topics of importance will be presented. It should be pointed out that MS 275 is not a methods course but a course intended to teach the subject matter of contemporary mathematics. Three class periods.

MECHANICAL TECHNOLOGY

TEM 101—ENGINEERING MATERIALS AND PROCESSES 4 cr.

A survey of the basic materials used in industry, metallic and non-metallic, and the processes used to form, fabricate, and finish these materials. Five contact hours (3 class hours; 2 laboratory hours). (Formerly IT 101.)

TEM 202—FLUID MECHANICS 3 cr.

Prerequisite: TEG 102. A general survey of the laws involving the flow of fluids, and their application to the processes, equipment and machines that are used in the energy-to-work transformation. Three class periods.

TEM 205—ENGINEERING MECHANICS 3 cr.

Corequisite: TEG 102. Introduction to the basic laws and principles of mechanics. A study of force systems, principles of moments, couples, and static equilibrium. In this development, friction, centroids, moment of inertia and the concept of work, energy, and power are presented. The application of these fundamental concepts to practical engineering problems as used in structural members and machine elements is emphasized. Four contact hours (2 class hours; 2 laboratory hours). (Formerly IT 100.)

TEM 206—TESTING AND STRENGTH OF MATERIALS 4 cr.

Prerequisite: TEM 205. The study of the basic concepts involved in determining the resistance of engineering materials to various loads with emphasis on the applied use of various formulae for a systematic analysis. Five contact hours (3 class hours; 2 laboratory hours). (Formerly IT 102.)

TEM 210—FABRICATION PROCESSES . 3 cr.

Prerequisite: TEM 205. Analysis of the methods and materials involved in the assembly of machines and structures. The study includes evaluation of the specifications and standards, stress analysis, quality control, material properties and engineering principles involved. Four contact hours (2 class hours; 2 laboratory hours.)

MEDICAL ASSISTING

MA 100—INTRODUCTION TO MEDICAL ASSISTING 2 cr.

An overview of the Medical Assisting profession: duties and responsibilities; opportunities and compensations; professional requisites; ethics and legal aspects of medicine and medical assisting; and professional development. Two class periods.

MA 101—MEDICAL TERMINOLOGY . 2 cr.

Development of a medical vocabulary commonly used in physicians' offices. Emphasis given to study of physiologic and anatomic terms referring to human tissues and organic systems and to use of medical dictionaries, manuals, and pharmaceutical references. Two class periods.

MA 102—OFFICE PRACTICES AND PROCEDURES 3 cr.

Provides instruction pertaining to the administrative aspects of the operation of a physician's office: public relations; receptionist's responsibilities; making appointments; inter-office communications, including telephone and switchboard operations; records and reports; inventorying and ordering supplies; prescription writing; housekeeping; fees and collections; insurance forms; welfare agencies; and special problems in dealing with patients. Three class periods.

**MA 201—LABORATORY TECHNIQUES
AND PROCEDURES 3 cr.**

Instruction pertaining to laboratory procedures used in identifying micro-organisms and the relation of micro-organisms to health and disease. Also, instruction pertaining to cultures and smears, urinalysis, blood counts, blood sugar, sedimentation rate, and dosages and solutions. Also, introduction and instruction for the use of the electrocardiograph and basal metabolism equipment and other special topics as needed. Five contact hours (2 class hours; 3 hours laboratory and demonstration).

**MA 202—CLINICAL PRACTICES
AND PROCEDURES 3 cr.**

Instruction pertaining to: orientation of a patient to physician's office; assisting in examination of patient including weighing, measuring, taking temperatures, pulse, respiration, and blood pressure; draping for examinations; assisting with minor surgery, including applying and removing surgical dressings, bandages, and splints; sterilization procedures and techniques; dealing with emergencies, including resuscitation, use of oxygen, shock, fainting, and allergy reactions; introduction to use of equipment; diathermy, ultrasound, and photomograph; instruction pertaining to vaccinations and immunology; and familiarization of student with the principles, preparations, and precautions of x-ray examinations. Five contact hours (2 class hours; 3 hours laboratory and demonstration).

**MA 204—SEMINAR IN MEDICAL
ASSISTING 3 cr.**

Consideration of the variations of the operation of physician's offices of the different medical specialties. Time devoted to reviewing, summarizing, and synthesizing information and concepts introduced in previous courses. Special topics and problems related to individual and group interests included as needed. Recommended to be taken in fourth term. Three class periods.

**MA 205—PRACTICUM IN MEDICAL
ASSISTING 3 cr.**

Learning experiences are selected to provide students with opportunities to practice skills in offices, clinics, or hospitals. One class period and six laboratory hours.

**MA 206—PRACTICUM IN MEDICAL
ASSISTING 3 cr.**

Continuation of *MA 205. Class and laboratory practice, under the direction of an instructor, in selected clinical facilities. One class period and six laboratory hours.

MEDICAL LABORATORY TECHNOLOGY

**CLT 101—MEDICAL LABORATORY
TECHNOLOGY 5 cr.**

Orientation to the Medical Laboratory theory and method: Microbiology mycology, and parasitology; renal function and urinalysis, 8 contact hours in classroom-clinical laboratory. Open only to students in Medical Laboratory Technology program.

- CLT 102—MEDICAL LABORATORY TECHNOLOGY** 5 cr.
Introduction to Hematology with emphasis on the hematogram, the coagulogram, cell genesis, immunohematology, and diseases of the blood. 8 contact hours in classroom-clinical laboratory. Open only to students in Medical Laboratory Technology.
- CLT 201—MEDICAL LABORATORY TECHNOLOGY** 3 cr.
Theory and techniques of pretransfusion tests, Blood Banking procedures, electrocardiograms, and advanced immunohematology. 10 contact hours.
- CLT 202—CLINICAL CHEMISTRY** 5 cr.
Blood analysis, includes theory, techniques, and instrumentation of laboratory tests and a critical appraisal of the tests and their interpretations. 8 contact hours in classroom-clinical laboratory. Open only to students in Medical Laboratory Technology.
- CLT 203—CLINICAL CLERKSHIP** 16 cr.
Directed clinical experience in the laboratories of JHEP participating hospitals. Weekly campus seminar and conference. 40 contact hours. Open only to students in the Medical Laboratory Technology.

MUSIC

- MSC 100—COLLEGE CHORUS** 1 cr.
Choral organization open to all college students. Both accompanied and unaccompanied compositions are included in the repertoires. Can be elected for credit each semester. Three rehearsal periods.
- MSC 103—COLLEGE CHORALE** 1 cr.
Prerequisite: Permission of director. The repertoire of the College Chorale includes the more difficult sacred and secular compositions, accompanied and unaccompanied. Can be elected for credit each semester. Five rehearsal periods.
- MSC 105—MUSIC APPRECIATION** 3 cr.
A course designed for students with little or no musical training. Combines a limited amount of training in music terminology with extensive listening. Three class periods.
- MSC 107—MUSIC THEORY I** 3 cr.
Principles of musical notation, construction of intervals, and formation of triads. Four-part harmony with introduction of nonharmonicism. Application of learned skills to keyboard. Three class periods.
- MSC 108—MUSIC THEORY II** 3 cr.
Prerequisite: MSC 107 or permission of instructor. Modulations to nearly related keys. Analysis of basic forms: the phrase, period, two- and three-part forms. Harmonic analysis of selected chorales. Chords of the seventh. Three class periods.
- MSC 109—SIGHT SINGING AND EAR TRAINING I** 1 cr.
To be taken concurrently with MSC 107. Drills to develop the ability to sing at sight intervals, scales, triads, and simple melodies. Writing rhythm and melody from dictation. Two laboratory hours.

MSC 110—SIGHT SINGING AND EAR TRAINING II 1 cr.
 To be taken concurrently with MSC 108. One-and-two-part melodic dictation, and rhythmic dictation. Chromatic sight-singing. Two laboratory hours.

MSC 111—MUSIC WORKSHOP 1 cr.
 Open to all persons interested in theatre and music in the areas of performance and technical operation. One major production given each semester. May be elected for credit each semester. Three rehearsal periods.

MSC 121—CONCERT BAND 1 cr.
 Open to all students of the college with permission of the instructor. All students who have had previous band experience are urged to participate. Traditional and contemporary band literature are included in the repertoire. May be elected for credit each semester. Three rehearsal periods.

MSC 122—STAGE BAND 1 cr.
 Prerequisite: Permission of the director. The repertoire includes various styles from the literature for stage band. May be elected for credit each semester. Two rehearsal periods.

MSC 123—STRING ENSEMBLE 1 cr.
 Prerequisite: Permission of the instructor. All students who have experience as players of bowed string instruments are urged to audition. The standard literature for string ensembles will be performed both independently and in conjunction with other music performing organizations. Can be elected for credit each semester. Three rehearsal periods.

APPLIED MUSIC

Depending on availability of qualified staff, private instruction is offered in piano, voice, and the orchestral instruments. The courses which follow in the 61 series, carrying 2 credits per semester for 2 half-hour lessons per week, are designed for music majors in their principal areas; the courses which follow in the 31 series, involving 1 half-hour lesson weekly for 1 credit per semester, are for all other private music study.

Fees: (Per semester)
 One private lesson weekly \$25.00

Each additional lesson per week 15.00
 Instrument designations are as follows:

- | | |
|----------------|---------------------|
| A. Piano | M. Flute |
| B. Voice | N. Clarinet |
| C. Violin | P. Oboe |
| D. Viola | Q. Bassoon |
| E. Cello | R. Percussion |
| F. String Bass | S. Organ |
| G. Trumpet | T. Saxophone |
| H. Trombone | U. Classical Guitar |
| J. Baritone | X. Other |
| K. Tuba | Y. French Horn |

MSC 131—APPLIED MUSIC I (Freshman)
 (Private instruction—Secondary instrument) 1 cr.
 One half-hour lesson per week. (See note concerning Applied Music above.)

- MSC 132—APPLIED MUSIC II (Freshman)**
 (Private instruction—Secondary
 instrument) 1 cr.
 One half-hour lesson per week. (See note concerning
 Applied Music above.)
- MSC 141—CLASS PIANO I** 1 cr.
 For beginning piano students meeting in groups.
 Emphasis placed on music reading and elementary
 techniques. Two laboratory hours.
- MSC 142—CLASS PIANO II** 1 cr.
 Prerequisite: MSC 141 or equivalent. A continuation
 of MSC 141. Two laboratory hours.
- MSC 151—CLASS VOICE I** 1 cr.
 For singers with no previous vocal study and instru-
 mentalists wishing a fundamental vocal knowledge.
 Emphasis on correct diction and tone production.
 Individual aid given. Two laboratory hours.
- MSC 152—CLASS VOICE II** 1 cr.
 Prerequisite: MSC 151 or equivalent. A continuation
 of MSC 151. Two laboratory hours.
- MSC 161—APPLIED MUSIC I (Freshman)**
 (Private instruction—Principal
 instrument) 2 cr.
 Two half-hour lessons per week. (See note concerning
 Applied Music.)
- MSC 162—APPLIED MUSIC II (Freshman)**
 (Private instruction—Principal
 instrument) 2 cr.
 Prerequisite: MSC 161 or equivalent. Two half-hour
 lessons per week. (See note concerning Applied
 Music.)
- MSC 171—CLASS STRINGS** 1 cr.
 Teaches basic performance skills on violin, viola,
 violon-cello, or double bass. Open to any student.
 Two laboratory hours.
- MSC 173—CLASS BRASS** 1 cr.
 Teaches basic performance skills on trumpet or
 cornet, trombone, or French horn. Open to any stu-
 dent. Two laboratory hours.
- MSC 175—CLASS WOODWINDS** 1 cr.
 Teaches basic performance skills on clarinet, flute or
 oboe. Open to any student. Two laboratory hours.
- MSC 177—CLASS PERCUSSION** 1 cr.
 Teaches basic performance skills on percussion instru-
 ments with emphasis on rudimental snare drumming.
 Open to any student. Two laboratory hours.
- MSC 199—APPLIED MUSIC
 REPERTORY** No cr.
 Lecture recital emphasizing literature, styles, and
 techniques of performance. Meeting hour may be
 changed to coincide with special performance time.
 Required of all applied music students. One class or
 equivalent laboratory periods.

- MSC 207 MUSIC THEORY III** 3 cr.
Prerequisite: MSC 108 or, permission of instructor. Techniques in analysis and part writing in vocal, keyboard, and instrumental styles. Advanced tertian harmony. Three class periods.
- MSC 208—MUSIC THEORY IV** 3 cr.
Prerequisite: MSC 207 or permission of instructor. Altered and chromatic chords. Extension of tonality. Arranging and composition in various styles including some contemporary techniques. Foundations for analysis of various musical forms. Three class periods.
- MSC 209—SIGHT SINGING AND EAR TRAINING III** 1 cr.
To be taken concurrently with MSC 207. Poly-rhythmic dictation. Two-and three-part melodic dictation. Advanced sight singing. Two laboratory hours.
- MSC 210—SIGHT SINGING AND EAR TRAINING IV** 1 cr.
To be taken concurrently with MSC 208. Poly-rhythmic dictation. Three-and four-part melodic dictation. Advanced sight singing. Two laboratory hours.
- MSC 217—KEYBOARD HARMONY** 1 cr.
Prerequisite: MSC 108 or permission of instructor. Development of skills at the piano. Emphasis upon harmonization of melodies, modulation, transposition, and improvisation. Required of all majors. Two laboratory hours.
- MSC 218—KEYBOARD HARMONY** 1 cr.
Prerequisite: MSC 217 or equivalent. A continuation of MSC 217. Two laboratory hours.
- MSC 231—APPLIED MUSIC (Sophomore)**
(Private instruction—Secondary instrument) 1 cr.
Prerequisite. MSC 132 or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)
- MSC 232—APPLIED MUSIC (Sophomore)**
(Private instruction—Secondary instrument) 1 cr.
Prerequisite: MSC 231 or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)
- MSC 235—SURVEY OF MUSIC HISTORY** 3 cr.
A study of the development of music from the early Medieval period to the present day. Emphasis upon the stylistic trends of each period. Three class periods.
- MSC 261—APPLIED MUSIC (Sophomore)**
(Private instruction—Principal instrument) 2 cr.
Prerequisite: MSC 162 or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)
- MSC 262—APPLIED MUSIC (Sophomore)**
(Private instruction—Principal instrument) 2 cr.
Prerequisite: MSC 261 or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)

NURSING

NUR 101—FUNDAMENTALS OF NURSING 6 cr.

Corequisite: BY 207. A study of the concepts, principles, and techniques that form the foundation for all subsequent nursing courses. Emphasis is placed on the essential knowledge, understandings, and skills which are basic in the nursing care of patients in all age groups. Content includes instruction in the problem-solving process, inter-personal relationships, nursing history, mental health concepts, asepsis, nutrition, body mechanics, hygienic practices, drug administration, and community health needs and resources. Three class periods and nine laboratory hours.

NUR 102—MATERNAL-CHILD NURSING 6 cr.

Prerequisite: BY 207, corequisite: BY 209: A study of the complete maternal cycle and the physiological and sociopsychological growth and development of the well child. Laboratory experiences are selected to provide students with opportunities to give nursing care to mothers and infants. Three class periods and nine laboratory hours.

NUR 201—PHYSICAL-MENTAL ILLNESS I 7 cr.

Study of the physical and psychological needs of patients in all age groups. Content includes instruction and concurrent laboratory practice in the nursing care of patients with medical or surgical conditions, care of the sick child and the mental and emotional illnesses of functional origin. Three class periods and twelve laboratory hours.

NUR 202—PHYSICAL-MENTAL ILLNESS II 10 cr.

Continued study of the major health problems in the community and nation with guided laboratory experience in the care of patients with acute and long-term illnesses including mental disorders of organic origin. Five class periods and fifteen laboratory hours.

NUR 203—NURSING SEMINAR 3 cr.

This course is designed to continue the study of the professional organizations, the nursing practice laws, licensure, the different educational programs in nursing, the ethical and legal responsibilities of the registered nurse, in-service education programs, team nursing, and the community health agencies available to the public. Class sessions will be conducted on a seminar basis with discussion centered on assigned topics. Three class periods.

PHILOSOPHY

PY 201—INTRODUCTION TO PHILOSOPHY 3 cr.

The course provides a historical survey of some influential systems of western philosophic thought. The student is introduced to a novel intellectual environment while studying ancient philosophers, then introduced to widely varied and influential schools of contemporary thought. The primary objective is to enable the student to appreciate the range of intellectual alternatives available to man, and the consequences of adopting some one system of thought. Three class periods.

PY 211—INTRODUCTION TO LOGIC 3 cr.
The course provides a general introduction to logic that combines an approximately equal emphasis on the uses and misuses of language, deductive reasoning, and inductive reasoning. Some primary objectives are to provide the student with an appreciation of the extent and limitations of human knowledge, and with tools for valid reasoning and critical thinking. Three class periods.

PHYSICAL EDUCATION ACTIVITY COURSES

All courses, unless specifically designated, may be assigned PEM, PEW, or PEC headings.

PE 111—BEGINNING SWIMMING 1 cr.
A course designed for the beginning or non-swimmer in which the basic skills of breath holding, floating, gliding, bobbing, and elementary rescues will be emphasized. The human, crawl, elementary back, and side strokes will be introduced. Two class hours.

PE 112—INTERMEDIATE SWIMMING 1 cr.
Course work is designed for the student able to swim continuously for 25 yards in good form. Emphasis is placed on endurance and good form in the crawl, side, back and breast strokes. Course content includes diving, elementary water rescues, and drownproofing. Two class hours.

PE 113—LIFE SAVING 1 cr.
A course designed to provide the student with the knowledge and skills to save his own life or the life of another in the event of an emergency. Prerequisites: a) standing front drive in good form, b) surface dive of 6 feet and swim two body lengths under water, c) swim 440 yards continuously in good form, d) tread water for one minute, e) float motionless for one minute. Two class hours.

PE 121—BEGINNING TENNIS 1 cr.
An introductory course covering the history, scoring, game strategy, and basic skills which include footwork, forehand and backhand drives, serve, volley and lob. Two class hours.

PE 123—TENNIS-ARCHERY 1 cr.
The introduction of the basic skills and fundamental techniques with game or tournament practice in two equal units. Two class hours.

PEW 126—TENNIS-FOLK DANCE 1 cr.
The introduction of the basic skills, knowledge, and practice of tennis and the exploration of the fundamental steps, positions, and formations of popular round and folk dances in two equal units. Two class hours.

PEC 128—BEGINNING BADMINTON 1 cr.
Course work is designed to cover history, scoring, basic skills, game strategy and appropriate class tournaments. Two class hours.

PEC 131—ARCHERY 1 cr.
The introduction of the basic skills and fundamental techniques with tournament practice. Two class hours.

- PEC 132—ARCHERY-VOLLEYBALL** 1 cr.
The introduction of the basic skills and fundamental techniques with game or tournament practice in two equal units. Two class hours.
- PEM 140—TRACK EVENTS** 1 cr.
The course will include an introduction to the basic skills and knowledge involved in sprinting, distance, running, relays, and hurdling. Two class hours.
- PEM 141—FIELD EVENTS** 1 cr.
The course will include an introduction to the basic skills and knowledge involved in the high, long, and triple jumps, pole vault, shot put, discus, javelin, and hammer throw. Two class hours.
- PEM 151—CIRCUIT TRAINING** 1 cr.
A planned fitness training program to increase muscular strength and endurance through a planned series of exercises. Two class hours.
- PEM 153—BEGINNING WRESTLING** 1 cr.
The introduction of the basic takedowns, escapes, reversals, counters, breakdowns and pinning holds. Two class hours.
- PE 171—REBOUND TUMBLING** 1 cr.
The fundamental techniques of basic stunts, skills, and stunt combinations. Course content stresses safety procedures and includes mat and mini-tramp tumbling activities. Two class hours.
- PEC 221—INTERMEDIATE TENNIS** 1 cr.
Designed for the student who has acquired the basic skills and strategy of tennis and desires to improve his tennis game. Two class hours.
- PE 241—BEGINNING GOLF** 1 cr.
A beginning course designed to teach the basic golf swing and its application to several clubs. History, rules, golfing etiquette, and simple strategy will be taught. Activity fee for facility \$8.00. Two class hours.
- PEC 243—BEGINNING BOWLING** 1 cr.
A course designed to teach the fundamental skills, techniques, and the knowledge necessary for bowling enjoyment. It will prepare the student for recreational and league bowling. Activity fee for facility \$8.00. Two class hours.
- PE 253—SOFTBALL-SOCCER** 1 cr.
Softball will introduce the advanced skills and strategy with a background knowledge and appreciation of the history and rules of the game. The soccer unit will consist of fundamental skills and techniques, game play, and rule interpretations. Two class hours.
- PEM 255—ADVANCED BASKETBALL** 1 cr.
A course designed to teach skills in basketball. This includes offensive and defensive fundamentals, strategy, rules of basketball, and application of fundamentals, strategy and rules in game situations. Two class hours.
- PEC 261—RECREATIONAL DANCE** 1 cr.
The introduction and practice of the basic dance skills for enjoyment and recreation. Course content includes round, folk, square, social, and current "Teen-age" dancing. Two class hours.

- PEC 271—RECREATIONAL GAMES** 1 cr.
A course designed to introduce the student to the basic skills, rules, and strategy of a variety of recreational games, such as: table tennis, deck tennis, horseshoes, paddle tennis, croquet, etc. Two class hours.

PROFESSIONAL COURSES

- PE 151—INTRODUCTION TO PHYSICAL EDUCATION** 3 cr.

Designed for students interested in physical education as a profession. The course examines the place, function, and contribution of physical education within the total educational program. It also includes considerations of the history, philosophy, and problems of physical education. Three class hours.

- PE 207—SPORTS OFFICIATING** 3 cr.
Techniques of officiating various sports. Three contact hours (1 class: 2 laboratory-practice).

- PE 215—CAMP COUNSELING** 3 cr.

A course designed to develop leadership qualities for working with young people in a recreational situation and also to provide knowledge and skill necessary for living in, enjoying, and preserving the out-of-doors. Activity fee \$8.00. Three class hours and two overnight camping trips. Three class hours.

ADAPTIVE COURSES

- PEC 103-104-203-204—ADAPTIVE PHYSICAL EDUCATION** . . . 1 cr. (each)

The adapted program is open only to those students who are assigned to it by the college or medical advisor through counselors from the Department of Physical Education. Each student engages in a program specifically designed to meet his limitations capacities, and interests. Depending on his needs, a student may enroll in any of the program areas—special conditioning, aquatics, recreational sports. Two class hours.

PHYSICS

- PS 201—GENERAL PHYSICS** 4 cr.

Prerequisite or corequisite: MS 110—College Trigonometry or MS 115—College Algebra and Trigonometry. Subject matter includes mechanics, heat, thermodynamics, and sound. Laboratory work will illustrate important principles and develop techniques through experiments requiring quantitative conclusions. This course, stressing problem-solving ability is designed for all students taking programs requiring physics, including science and engineering majors. Three class periods and one 3-hour laboratory.

- PS 202—GENERAL PHYSICS** 4 cr.

Prerequisite: PS 201. A continuation of PS 201. Subject matter includes electricity, magnetism light, and some areas of modern physics. Laboratory work is similar to and a continuation of the laboratory in PS 201. Three class periods and one 3-hour laboratory.

POLICE SCIENCE AND ADMINISTRATION

PSA 100—INTRODUCTION TO LAW ENFORCEMENT 3 cr.

Introduction to the philosophical and historical backgrounds of Law Enforcement. Organization, purpose and functions of Law Enforcement and other agencies involved in the administration of criminal justice in the United States. Career orientation. Three class periods.

PSA 101—POLICE ORGANIZATION AND ADMINISTRATION 3 cr.

Principles of organization and administration in Law Enforcement; functions and activities; planning and research; public relations; personnel and training; inspection and control; police formulation. Three class periods.

PSA 102—POLICE OPERATIONS 3 cr.

Prerequisite: PSA 101. Principles of organization and administration as applied to operational services. Patrol; criminal investigation; intelligence and vice units; juvenile units; traffic administration; records; communications; custody; etc. Three class periods.

PSA 103—POLICING TECHNIQUES 3 cr.

A general orientation to the field of Criminology. Considers the following topics: development of delinquent and criminal behavior; initial handling and proper referrals; preventive law enforcement techniques. Specific law enforcement problems studied, such as addicts, the mentally ill, compulsive and habitual offenders. Special attention given to the handling of juveniles and youths. Three class periods. (Formerly PSA 103—The Law Enforcement Role in Crime and Delinquency.)

PSA 200—CRIMINAL LAW I 3 cr.

The study of the nature, sources, and types of criminal law. Studies in the United States Constitution, Federal Statutes, and case law interpreting the United States Constitution and Federal Statutes. Three class periods.

PSA 201—INTRODUCTION TO CRIMINALISTICS 3 cr.

General course in the scientific aspects of criminal investigation with emphasis upon recording the crime scene, collection and preservation of evidence, and the examination of evidence employing techniques available to the criminal investigator or crime scene technician. Advanced criminalistics discussed to the extent necessary to familiarize the student with the capabilities and limitations of the advanced law enforcement science lab. Four contact hours (two class hours—two lab hours).

PSA 202—CRIMINAL COURT PROCEDURES AND EVIDENCE 3 cr.

Prerequisite: PSA 200. Principles, duties, and mechanics of criminal procedure in Florida as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight; specifically deals with rules of evidence and procedure of particular import at the operational level in law enforcement. Three class periods.

PSA 203—CRIMINAL INVESTIGATION .. 3 cr.

Prerequisite: PSA 201. Introduction to criminal investigation procedures, including theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation. Three class periods.

PSA 204—POLICE SUPERVISION 3 cr.

Techniques and theory of police supervision: problems of policy and procedure, instructional and disciplinary methods; motivation; supervisory investigations and reports. Performance rating.

PSA 205—SEMINAR IN POLICE PROBLEMS 3 cr.

Prerequisite: Satisfactory completion of 18 hours of Police Science and Administration courses. Research, writing, and discussion of selected subject areas including foreign police agencies, industrial and retail security, and duties of various governmental regulatory agencies. Analysis of contemporary law enforcement problems. One 3-hour seminar.

PSA 208—CRIMINAL LAW II 3 cr.

Prerequisite: PSA 200. Studies in the State Constitution and the Statutory and Case Law of the State of Florida. Three class periods.

POLITICAL SCIENCE

PLS 201—AMERICAN FEDERAL GOVERNMENT 3 cr.

A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing relationship of the individual to the government. Three class periods.

PLS 202—STATE AND LOCAL GOVERNMENT 3 cr.

A study of state and local forms of government in the United States. The government of Florida is used as an example of activities and patterns of state government. Responsibilities of local government at county and city levels are explored. Three class periods.

PLS 285—INTERNATIONAL RELATIONS 3 cr.

A study of the nature of the international political system with emphasis on the concepts of national interest and power with respect to the relations of nation-states; examination of the function and role of international organizations. Three class periods.

PSYCHOLOGY

PSY 101—HUMAN RELATIONS 3 cr.

Drawing from several areas of behavioral science, the course is designed for students in business and technical fields. Also suitable for general education and personal enrichment; not recommended for the student who plans to major in psychology. Includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. Three class periods.

PSY 105—GENERAL PSYCHOLOGY 3 cr.

An analysis of human behavior by the study of the adaptation of the individual to his physical and social environment. Three class periods.

PSY 205—CHILD PSYCHOLOGY 3 cr.

Prerequisite: PSY 105. A study of the hereditary, maturational, psychological, and social factors in child behavior. Three class periods.

PSY 207—ADOLESCENT PSYCHOLOGY 3 cr.

Prerequisite: PSY 105. Development in the adolescent years with emphasis on psychological problems. Three class periods.

PSY 209—EDUCATIONAL PSYCHOLOGY 3 cr.

The study of psychology as it relates to the problems of education. Three class periods.

RELIGION

REL 201—WORLD RELIGIONS 3 cr.

A comparative study of world religions, including Hinduism, Buddhism, Taoism, Confucianism, Shinto, Islam, Judaism, and Christianity. Three class periods.

REL 221—RELIGIOUS THOUGHT IN THE OLD TESTAMENT 3 cr.

A study of religious thought and instructions in the Old Testament. Attention is given to the problems of authorship, date, historical setting, and textual criticism. Three class periods.

REL 222—RELIGIOUS THOUGHT IN THE NEW TESTAMENT 3 cr.

A study of the life and teachings of Jesus, and of the beginnings of church life and thought as reflected in the New Testament. Three class periods.

RETAIL SALES

DER 101—SALES PROMOTION 4 cr.

Designed for all types of sales personnel, covers basic methods and techniques used in sales promotion program developments, research, advertising, merchandising, display, direct mail advertising, development of effective sales talks, and demonstrations are covered.

DER 102—RETAIL MERCHANDISING 4 cr.

The functions of the merchandising department, inventory control systems, stock turnover, the buying functions, and sales promotions are covered. Also covered are appliances, furniture, household accessories, and other display techniques.

DER 100-3—RETAIL PRACTICUM 4 cr.

Occupational experiences are provided with cooperating businesses. Four hours daily of part-time employment are provided in order to follow a predetermined plan of learning experiences.

SCIENCE

SC 101—LIFE IN ITS BIOLOGICAL ENVIRONMENT 3 cr. (Non-laboratory)

This course is a general education course designed to acquaint students with the major principles, theories, and concepts of the biological sciences. Students should gain a better understanding of the life sciences and their role in and contribution to daily living. Topics and materials which best illustrate these principles will be selected. The course will include lectures, demonstrations, audio-visual aids, field trips, and guest lecturers. Three class periods.

SC 101L—LIFE IN ITS BIOLOGICAL ENVIRONMENT LABORATORY 1 cr.

Prerequisite or corequisite: SC 101. If students taking SC 101 and SC 101L during the same term drop SC 101 for any reason, they must also drop SC 101L. A biological laboratory course designed to present to the student practical learning experiences and reinforcement of the material presented in SC 101. A phylogenetic approach is made of selected topics of the Plant Kingdom and the Animal Kingdom with special emphasis on man. This will involve the study and dissection of related specimens. One two-hour laboratory.

SC 102—LIFE IN ITS PHYSICAL ENVIRONMENT 3 cr.

No prerequisites. However, it is suggested that students should have completed MS 102 or a higher level mathematics course or have equivalent preparation before attempting SC 102. This course is designed to acquaint the individual with the development of the physical sciences, with the integrating principles and theories in the physical sciences, with the practice of the scientific method, and with a useful knowledge of selected areas in mechanics, electricity and magnetism, periodicity and atomic structure and nuclear phenomena. Presentation involves lectures, demonstrations, and films. The course is not designed essentially as an introductory or preparatory course for any of the specific physical sciences. Three class periods.

SC 103—LIFE IN ITS PHYSICAL ENVIRONMENT 3 cr.

No prerequisites may be taken before SC 101 or 102. This course is designed to acquaint the student with the development of science, with the integrating principles and theories in the earth sciences, with the practice of the scientific method, and with a useful knowledge of selected areas of the earth sciences, solar astronomy, geology, and meteorology. Presentation involves lectures, demonstrations, and films. The course is not designed essentially as an introductory or preparatory course for any of the specific physical sciences. Three class periods.

SC 104—PRINCIPLES OF BIOLOGY 4 cr.

An introduction to biological structure, function, processes, principles and concepts. Laboratory experience using plant and animal materials to reinforce the subject matter is a required part of the course. This course is designed to fulfill the general educational requirement while also fulfilling the laboratory requirement needed by many students who plan to transfer to a four year institution. Three class periods and two laboratory.

**SC 275—SCIENCE INSTITUTE FOR
ELEMENTARY TEACHERS ... 3 cr.**

A lab oriented course designed to acquaint students with the process approach to elementary school science. Attention is given to use of equipment and materials, development of scientific processes, and review and extension of scientific knowledge. (Limited enrollment.) Three class periods.

SOCIAL SCIENCE

**SLS 101—ORIGINS OF AMERICAN
SOCIETY ... 3 cr.**

An examination of the mainsprings of the civilization of the United States. The course is designed to relate America's values, institutions, and ideals to both her domestic situation and to her leadership in the world through the historical approach. Emphasis is on the concept of culture, the genesis of American Society, and primary institutions. Three class periods.

**SLS 102—ORIGINS OF AMERICAN
SOCIETY ... 3 cr.**

A continuation of SLS 101 with emphasis on American political institutions, American economic institutions, and America's leadership in the world. A study of the United States Constitution is included in this course. Three class periods.

SLS 103—HUMAN INSTITUTIONS ... 3 cr.

An analysis of trends and institutions of contemporary American Society in an historical perspective. Development and change of the basic components of American Life are examined through the study of social processes, institutions, and problems. A study of the United States Constitution is included in this course. (A one-semester modification of SLS 101-102 —ORIGINS OF AMERICAN SOCIETY.) Three class periods.

Open only to students in Associate in Science Degree Program.

NOTE: Credit will not be granted both in SLS 101-102 and SLS 103.

**SLS 203—FOUNDATIONS OF THE
AMERICAN ECONOMY ... 3 cr.**

A survey of the American economic system and its development. The course is designed to guide the student in a practical examination of the contemporary operation of regulated capitalism in the United States. Consideration is given to business organizations, the market system, gross national product, banking and finance, problems in employment, and various other aspects of the Government's relation to the national economy. Students who have earned credit in ES 201 or ES 202 may not receive credit for SLS 203. Three class periods.

SOCIOLOGY

SY 201—INTRODUCTORY SOCIOLOGY ... 3 cr.

A study of sociological concepts, theories, and methods; social groups, processes, and change. Three class periods.

SY 202—SOCIAL PROBLEMS ... 3 cr.

Prerequisite: SY 201. A consideration of major social problems which affect individuals and groups in industrial societies, with special attention to American society. Three class periods.

- SY 203—MARRIAGE AND FAMILY** 3 cr.
 A study of mate selection, courtship, marriage and child rearing, with special attention to the contemporary American family. Three class periods.

SPANISH

- SH 101—BEGINNING SPANISH** 3 cr.
 A beginning course. The fundamentals of Spanish, speech and grammar will be taught by integrating the basic communication skills of hearing and understanding, speaking, reading, and writing. Four contact hours.
- SH 102—BEGINNING SPANISH** 3 cr.
 Prerequisite: SH 101 or equivalent. A continuation of SH 101. Four contact hours (2 class; 2 laboratory).
- SH 201—INTERMEDIATE SPANISH** 3 cr.
 Prerequisite: SH 102 or equivalent. A thorough review of the principles of grammar will be integrated with compositions and conversation planned to develop a basic active vocabulary and facility in communicating in written and spoken Spanish. Readings in Spanish will be concerned with a survey of the history and culture of Spain and Hispanic America. Four contact hours.
- SH 202—INTERMEDIATE SPANISH** 3 cr.
 Prerequisite: SH 201 or equivalent. A continuation of SH 201. Four contact hours.

SPEECH

- SCH 105—FUNDAMENTALS OF SPEECH** 3 cr.
 This course is designed to improve the basic skills of speaking through classroom exercise, discussion, oral reading, and public address. Three class periods.
- SCH 118—INTRODUCTION TO THEATRE** 3 cr.
 Prerequisite: None. This course is designed to acquaint the student with the historical development of the theatre and its relationship to changing social orders. The course will deal primarily with dramatic literature and acting and production methods of selected historical periods. Three class periods.
- SCH 205—ORAL INTERPRETATION** 3 cr.
 Prerequisite: SCH 105 or consent of instructor. Critical analysis and appreciation of literature from both the emotional and the intellectual viewpoints. Involves the discussion and application of the techniques of oral reading of poetry, prose, and drama. Designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature. Three class periods.
- SCH 207—FOUNDATIONS OF DISCUSSION AND DEBATE** 3 cr.
 Prerequisite: SCH 105 or consent of instructor. A study of the principles of argumentation—the discovery and use of evidence, reflective thinking, and logical reasoning—as used in persuasion, discussion, and debate. Includes a study of the technical forms of discussion and debate. Three class periods.

SCH 217—INTERCOLLEGIATE DEBATE .. 1 cr.

Prerequisite: Consent of instructor. Analysis of proposition of fact, policy and definition; library research methods, formal debate structure and participation in intercollegiate debate. Three class periods.

SCH 218—DRAMA PRACTICUM 1 cr.

Planning and execution of production functions; scene construction and painting, props, costuming, lighting and other full technical responsibilities. Three class periods.

COMMUNITY SERVICES SHORT COURSES

CSAE 11410—WHAT IS HAPPENING IN THE NEW ENGLISH?

An introduction to the nature and structure of language from the linguist's viewpoint. Stress is placed on fundamental insights about language with which well-educated persons should be familiar and not on the discipline of linguistics nor its technical vocabulary. For parents and teachers.

CSAE 14310—RAPID READING FOR EXECUTIVES

A reading program designed to accelerate reading speed and increase proficiency in reading comprehension.

CSAE 14810—READINGS IN GREAT LITERATURE

A discussion course of great books from *Job*, the Old Testament drama of good and evil to *J.B.*, the modern treatment of the same concept. Other works for discussion include *Oedipus Rex*, *Aeneid*, *Inferno*, *Hamlet*, *Candide*, and *Crime and Punishment*.

CSAE 16710—CREATIVE WRITING

An introduction to the craft of writing, this course will be concerned with basics—purpose, organization, development and form—with emphasis on analyzing, editing, correcting and revising individual writing samples.

CSAE 17310—PRACTICAL PUBLIC SPEAKING

This course includes the fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise.

CSAE 24310—UNDERSTANDING NEW MATH

This course explains and demonstrates the advantages of modern math for students and covers such topics as set languages, venn diagrams, expanded notation numberation basis, numbers and their properties.

CSAE 28310—BASIC MATH OF INVESTMENT

This course includes the consideration of personal and family resources to secure the greatest benefit and satisfaction through wise investment in stock and similar securities. Basic investment mathematics is the core of the course.

CSAE 41310—CITY GOVERNMENT ORGANIZATION

This course includes the structure and function of government at the local or city level.

CSAE 42710—HUMAN RELATIONS

A down-to-earth review of modern concepts in human relations including allocation of time, motivation, communication and emotional stability.

CSAE 42712—ADVANCED HUMAN RELATIONS

Emphasis will be placed on human behavior in the home and in the "market place," and on the development of personal leadership qualities. The adjustment concept will be studied together with methods of treating the maladjusted.

CSAE 42715—PRACTICAL PUBLIC RELATIONS

This course is a study of basic public relations and includes discussion of human behavior, the psychology in human relations, coping with the problems of a changing social and cultural environment plus the exploration of modern methodology in practical public relations.

CSAE 42720—LOGICAL THINKING

A course dealing with effective thinking, decision making and critical inquiry.

CSAE 42725—HUMANISTIC PSYCHOLOGY

An introduction to contemporary trends in psychology which aim to enhance personal growth and the development of human potentials. The insights of Humanistic Psychology will be discussed as a means for expanding one's personal freedom and growth in awareness and for understanding and becoming more sensitive in relationship to other people.

CSAE 45610—STATE GOVERNMENT ORGANIZATION

This course includes an understanding of the framework and function of state government.

CSAE 45910—INTRODUCTION TO LAW

The course will deal with a practical approach to Contracts, Torts, Criminal law, Real Estate, and Domestic Relations.

CSAE 46310—HOW TO BORROW MONEY INTELLIGENTLY

This course is designed to assist adults to become more discerning and discriminating in borrowing money.

CSAE 47310—ECONOMICS

A study of the fundamental concepts and principles that explain the operation of the American economic system.

CSAE 47315—WHAT YOUR BANK HAS TO OFFER

This course includes the basic elements of money and banking, including banking services and procedures.

CSAE 49710—FLORIDA HISTORY

This course is a study of social, political and economic development of the state of Florida from territorial days to the present.

CSAE 57715—SELF DEFENSE TACTICS AND SAFETY EDUCATION

This course includes the general principles of self-defense tactics and safety education, encompassing individual, home and public safety.

CSAE 63410—MUSIC APPRECIATION

This course will teach the student to listen creatively and will acquaint the student with form and various styles in classical music.

CSAE 67310—FUNDAMENTALS OF ART

This course is a study of the fundamentals of drawing and painting and of the concepts of drawing principles and composition. The course includes a study of basic techniques.

CSAE 67710—UNDERSTANDING ART

This course is a study of the art of significant periods and of the contribution of art to civilization. The course also covers a discussion of the esthetic and human values of art.

CSAE 70310—PERSONAL USE TYPEWRITING

This course is designed to assist students in acquiring mastery of the keyboard and in developing the ability to write personal and business letters accurately in good form—it is a non-vocational course in typewriting for personal use.

CSAE 73510—NOTETAKING

The purpose of this course is to enable a person to master shorthand in the shortest possible time, at speeds necessary for college students and for those who attend business conferences and meetings to take a comprehensive set of notes. A phonetic system of shorthand will be taught wherein letters of the alphabet are used instead of symbols.

CSBE 12810—REPORT WRITING

This course includes rules of grammar and the development of a vocabulary through supervised business activities involving the development and writing of reports.

CSBE 12820—BUSINESS LETTER WRITING

This course is a practical approach to better letter writing with emphasis on business correspondence. The course provides a review of common-sense grammar and spelling plus a study of correct letter form. It offers one an opportunity to improve language usage and become a more effective letter writer.

CSBE 73910—PERSONNEL MANAGEMENT

Implementation of personnel policies, practices, and methods for supervisors managing people at work.

CSDE 55010—RETAIL SALES SEMINAR

This seminar in retail salesmanship covers all of the elements of successful selling and is designed for group presentation in business firms. The seminar includes instruction in human relations, basic mathematics, and procedures and techniques of actual selling.

CSDE 56410—INVESTMENTS

This course will emphasize the prerequisites to investments, the nature of the money market and its influence, interpretation of balance sheets income statements, discussion of types of common stock, and basic approaches to common stock investment, investment companies, and investment clubs.

CSDE 56415—ADVANCED INVESTMENTS

The course will discuss a number of sophisticated investing and trading practices and equate them with the problems that historically confront the individual investor.

CSDE 57110—MORTGAGE BROKER'S LICENSE

This course is built around the provisions of the uniform negotiable instruments law.

CSDE 58010—UNDERSTANDING INSURANCE FROM THE INDIVIDUAL'S POINT OF VIEW

This course is designed to teach basic information and skills needed to understand insurance and the insurance business.

CSDE 59410—REAL ESTATE FOR THE LAYMAN

The course will cover closing costs, home site selection, aspects of buying and selling a home.

CSDE 60010—WAITER AND WAITRESS TRAINING

This course includes techniques used in greeting guests, seating guests, taking orders, serving food, proper sanitation practices and suggestive selling to aid uncertain customers.

CSDE 62010—ADVERTISING FOR SMALL BUSINESSES

Included in this course are retail advertising procedures, copy writing and testing, selection and use of illustrations and direct mail advertising.

CSDE 80010—BABY CARE

This course includes an understanding of heredity and environment as factors affecting the development of children; clothing and equipment needed for the infant; and factors which contribute to health and well-being of the baby plus techniques for holding, feeding, bathing, diapering and exercising the baby.

CSHE 80020—CARE OF THE EXPECTANT MOTHER

This course includes the proper care of the expectant mother with consideration of the adjustment necessary within the family before and after the baby is brought home, materials, clothing and other essentials which will be needed for the infant plus the use of schedules in preparing for the baby.

CSHE 82510—HOME CARE OF THE SICK

This course includes emphasis on family adjustments to illness in the home. Practical consideration will be given to such adjustments as delegating home responsibilities, revising family routines and time schedules, learning basic skills in home nursing, planning family food in relation to special food needs and reorganizing financial plans to meet unexpected expenses.

CSHE 84010—STOCK MARKET FOR LAYMEN

This course is planned for the individual who wishes to learn more about appropriate procedures for investments with emphasis on stocks and bonds and similar investment sources.

CSHE 84015—MONEY MANAGEMENT FOR WOMEN

This course seeks to provide basic financial information for those women who have never had the requirements to manage finances or who recognize the desirability of becoming acquainted with financial matters. Students will learn to cope with financial matters themselves; to recognize some of the pitfalls to be avoided; and to know when professional assistance is required. The subject areas are Insurance, Legal, Banking, Real Estate and Investments.

CSTE 3610—EDITING THE COMPANY PUBLICATION

Basic instruction covering writing, editing, and production in the areas of the trade, business and technical press, with special attention given to style and form for these areas.

VOCATIONAL-TECHNICAL AND ADULT EDUCATION

GAEA 9910—ADULT BASIC EDUCATION

Instruction in the elementary skills of reading, writing, arithmetic, spelling, social studies, health, science, and art for adults who desire a foundation for study at the secondary level.

GAEA 11410—ENGLISH

A course in the fundamentals of written and spoken English designed to meet the needs of adults in their personal and business activities in the area of communication.

GAEA 11710—ENGLISH FOR FOREIGN BORN

English for the alien is a class designed for students who have difficulty with the English language. This course is especially designed for new arrivals in the United States.

GAEA 14310—SPEED READING

An advanced course designed to increase reading speed and further improve reading skills and comprehension.

GAEA 14320—READING TECHNIQUES

A developed mental course which emphasizes basic reading skills and comprehension.

GAEA 21310—MATHEMATICS, GENERAL

A course designed to satisfy the needs of individuals whose interests require a knowledge of modern general mathematical skills and concepts.

GAEA 21320—MATHEMATICS FOR PARENTS

This course is designed primarily for those parents who wish to have an orientation and an understanding of the basic concepts and terminology of the new mathematics.

GAEA 24310—MODERN MATH

This course is designed primarily for those who wish to have an orientation to and an understanding of the basic concepts and terminology of the new mathematic program being taught in the elementary and junior high schools in Florida.

GAEA 39310—HEALTH EDUCATION

A course designed to provide information and experience to enable individuals to protect and maintain their health, with emphasis on good physical conditioning.

GAEA 39315—HEALTH EDUCATION

A course designed to provide information and experience to enable individuals to protect and maintain their health. Emphasis will be on male physical conditioning.

GAEA 50310—SPANISH

A course in Spanish designed to meet the needs of an adult group. Usually, emphasis is placed on speaking and oral comprehension.

GAEA 50311—SPANISH I

Elements of grammar, pronunciation, elementary conversation, and reading of simple Spanish texts.

GAEA 50312—SPANISH II

Review of grammar, with conversation and composition, and reading of Spanish texts.

GAEA 52310—FRENCH

This course is adapted to the needs and interests of adults who wish to acquire a speaking and oral comprehension ability in introductory French.

GAEA 54310—RUSSIAN

Conversation rather than grammar is emphasized. This course also includes a brief background in Russian history, culture, and literature.

GAEA 61310—INSTRUMENTAL MUSIC

A course offered to meet the needs of individuals who wish to learn fundamentals of playing various musical instruments and who wish to practice in group instrumental music activities.

**GAEA 61315—INSTRUMENTAL MUSIC
(ORGAN)**

A course offered to meet the needs of individuals who wish to learn fundamentals of playing the organ.

GAEA 61610—CHORAL MUSIC

A course in both individual and group singing, with emphasis on group vocal experience that may be useful to the individual as he participates in community musical activities.

GAEA 61613—CHORUS

A course in both individual and group singing, with emphasis on group vocal experience that may be useful to the individual as he participates in community musical activities.

GAEA 67310—FUNDAMENTALS OF ART

A study of the fundamentals of drawing and painting, concepts of drawing principles and composition, and study of techniques.

GAEA 70310—TYPEWRITING

A course in typewriting for personal use. It is designed to assist students in acquiring mastery of the keyboard and in developing the ability to write personal and business letters accurately and in good form.

GAEA 70610—BEGINNING SHORTHAND

An introductory course in principles and skills of shorthand designed for adults who wish to take beginning shorthand. Standards of performance in transcription are comparable to those for regular high school courses in beginning shorthand.

**GAEA 70810—BOOKKEEPING NON
VOCATIONAL**

An introductory course which is designed to contribute to the general education of the student through the application of basic principles, concepts and knowledges required for practical bookkeeping in everyday living, with particular emphasis on principles of personal and family financing.

GAEA 71310—BUSINESS MACHINES

The types of machines used in a particular class are determined by the needs of the group for whom instruction is provided. Emphasis is placed on the use of machines in the bookkeeping process.

GAEA 73510—NOTETAKING

This course provides opportunities for learning to write with speed in as short a period of time as possible. It aims primarily to meet the needs of individuals having notetaking responsibilities, including reporting and record keeping, in community organizations, and in other personal use activities.

GAEA 80310—GENERAL SHOP, WOOD- WORKING I

This course provides experiences in the use of basic hand and power tools in working with wood and related materials. The work involves planning, designing, and constructing functional articles of use and value.

GAEA 80410—GENERAL SHOP, WOOD- WORKING II

This course provides experiences in the use of basic hand and power tools in working with wood and related materials. The work involves planning, designing, and constructing functional articles of use and value.

GAEA 81315—GENERAL SHOP, DRAFTING

An introduction to the broad field of drafting as used in everyday living, architecture, engineering, construction, for general technical use. The laboratory work provides opportunities for students to learn to make and use drawings.

GAEA 90310—PUBLIC RELATION TECH- NIQUE OF COMMUNICATIONS

This course includes training in pertinent elements of social psychology, human relations, writing, speaking and personal department.

GAEA 90610—HIGH SCHOOL REVIEW

An intensive review of the four major academic areas of English, mathematics, social studies, and science on the secondary level in preparation for GED examinations that lead to the high school equivalency diploma.

GAEC 11410—ENGLISH

A course in the fundamentals of written and spoken English designed to meet the needs of adults in their personal and business activities in the area of communication.

GAEC 14310—SPEED READING

An advanced course designed to increase reading speed and further improve reading skills and comprehension.

GAEC 14810—LITERATURE

Reading and discussion of literature by English authors from the Anglo-Saxon period through the modern age.

GAEC 16710—CREATIVE WRITING

A laboratory-type course in the special techniques in writing. Emphasis is placed on the principles of composition and reporting to accommodate needs of individuals where duties may involve the preparation and presentation of information of public interest.

GAEC 21310—GENERAL MATH

A course designed to satisfy the needs of individuals whose interests require a knowledge of modern general mathematical skills and concepts.

GAEC 21510—ALGEBRA I

An introduction to algebra with emphasis on fundamentals, the solution of equations, and the application of equations to everyday problems.

GAEC 21610—ALGEBRA II

Continuation of Algebra I with emphasis on fractions, fractional equations, quadratic equations, elementary trigonometry, ratio and proportion, and radicals with problems using these.

GAEC 21810—PLANE GEOMETRY

A course dealing with geometric figures in a plane surface in which construction and deductive reasoning with triangles, perpendicular and paralleled lines, polygons and the circles are emphasized. Special emphasis is placed on congruent triangles. This course is useful especially in the fields of mechanical drawing, design, surveying engineering, aviation, navigation, and the physical sciences.

GAEC 28310—BUSINESS MATH

Problems involving proprietorship, sales, profits and losses, payroll, simple interest and real estate, leading to work with integers, fractions and decimals commonly used in business, insurance, bonds, compound interest, and corporation and financial statements.

GAEC 31410—GENERAL BIOLOGY

A study of the origin, development, structure, functions, and distribution of plants and animal life.

GAEC 31610—CHEMISTRY

Course covers the areas of elements and compounds, oxygen and hydrogen, water and solutions, carbon and its oxides: and acids, bases and salts.

GAEC 34410—GENERAL SCIENCE

An introductory survey course designed to acquaint the student with both the physical and biological sciences.

GAEC 41210—HISTORY

History is offered to meet the needs of adult students in special areas significant in the development of our civilization.

GAEC 41310—CIVICS

This course deals with the structure and function of government at the local, state, and national levels.

GAEC 41410—WORLD HISTORY

A survey of European and Asiatic History. Explains the world today by showing the political, economic, and social development in the United States from Colonial days to the present.

GAEC 41610—AMERICAN HISTORY

Emphasis is placed on political, economic, and social development of the United States from Colonization to the present.

GAEC 41810—PROBLEMS OF DEMOCRACY

Materials covered in this course shows how and why the historical problems are vital in contemporary thinking.

GAEC 41817—AMERICAN GOVERNMENT

This course includes a study of such topics as the Constitution, legislative, executive and judicial branches and functions of national, state, and local government, finance and taxation, national defense, health, education and welfare, elections, and citizenship.

GAEC 41818—AMERICAN PROBLEMS

Materials covered in this course give a clearer idea of historical setting of problems and shows how and why the problem is vital in contemporary thinking.

GAEC 41910—AMERICANISM VS. COMMUNISM

An analysis of American Government democratic principles and the basis of communism.

GAEC 50310—SPANISH

An easy introduction to Spanish for busy people. It combines entertainment with instruction through a functional method. Reading and speaking Spanish starts with the first lesson. Grammatical explanations used when necessary.

GAEC 61310—INSTRUMENTAL MUSIC

A course offered to meet the needs of individuals who wish to learn fundamentals of playing various musical instruments and who wish to practice in group instrumental music activities.

GAEC 61610—MUSIC, CHORAL

A course in both individual and group singing, with emphasis on group vocal experience that may be useful to the individual as he participates in community musical activities.

GAEC 67310—FUNDAMENTALS OF ART

A study of the fundamentals of drawing and painting, concepts of drawing principles and composition, and a study of techniques.

GAEC 70310—TYPING

A course in typewriting for personal use. It is designed to assist students in acquiring mastery of the keyboard and in developing the ability to write personal and business letters accurately and in good form.

GAEC 70610—SHORTHAND

An introductory course in principles and skills of shorthand designed for adults who wish to take beginning shorthand. Standards of performance in transcription are comparable to those for regular high school courses in beginning shorthand.

GAEC 70810—BOOKKEEPING

An introductory course of basic principles, concepts, and knowledge required for practical bookkeeping in everyday living.

GAEC 81310—DRAFTING

Training in the preparation of clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions.

VBEA 70810—BOOKKEEPING AND TYPING

An introductory course of basic principles, concepts and knowledges required for bookkeeping. A non-vocational course in typewriting for personal use.

VBEV 12810—BUSINESS ENGLISH

A study of the business letter, discrimination in the use of words, spelling, review of grammar, punctuation, and development of language power.

VBEV 70410—TYPEWRITING

A course in typewriting for business use. It is designed to assist students in acquiring mastery of the keyboard and in developing the ability to type personal and business letters accurately and in good form.

VBEV 70415—ADVANCED TYPING

This course is designed to develop sufficient skills, techniques, and knowledge in the use of the typewriter for the student to work in a business office, in a clerical or stenographic position.

VBEV 70710—SHORTHAND

An introductory course in principles and skills of shorthand designed for adults who wish to take beginning shorthand. Standards of performance in transcription are comparable to those for regular high school courses in beginning shorthand.

VBEV 71610—OFFICE PRACTICE

A course of study consisting of filing, 10 key adding machine. Key Driven Calculator, Rotary Calculator, Voice Writing Machines, Duplicating (Spirits and Mimeograph).

VBEV 71810—OFFICE MACHINES

The types of machines used in a particular class are determined by the needs of the group for whom instruction is provided. Emphasis is placed on the use of the machines in the bookkeeping process.

VBEV 73310—FILING

A course in filing which includes instruction in the methods and systems of filing used in business office, familiarization with modern filing equipment, and time-and-motion saving skills which should be developed by the office. Filing practice sets are used in this course to develop filing skills.

VBEV 73510—NOTETAKING

This course provides opportunities for learning to write with speed in as short period of time as possible. It aims primarily to meet the needs of individuals having notetaking responsibilities including reporting and record keeping, in community organizations, and in other personal use activities.

VDEV 53510—D C T

A diversified cooperative education program in which students are placed and supervised for "on-the-job training" as part of their credit adult high school diploma curriculum.

VDEV 56410—INVESTMENTS

This course will emphasize the prerequisites to investments, the nature of the money market and how it influences securities, prices, bonds, and other fixed dollar investments.

VHEV 80510—BASIC CLOTHING CONSTRUCTION

A general course in the fundamentals of sewing, which includes pattern selection, body measurements, simple alterations, fabric selection, use and care of fabrics, and completion of simple garments, using modern sewing techniques. Advanced sewing techniques will be provided for those individuals who have mastered fundamentals.

VHEV 80610—ADVANCED CLOTHING CONSTRUCTION

A course designed for those who have completed Beginning Clothing Construction. It includes developing ability to make more difficult pattern alterations.

VHEV 80710—BASIC TAILORING

A course designed for the person who has demonstrated proficiency in the skills of clothing construction and selection.

VHEV 81510—FOOD FOR THE FAMILY

This course includes the planning, preparing, and serving of nutritious foods for the family. Problems of purchasing, care, storage, and use of utensils will be considered.

VHEV 81910—NUTRITION WEIGHT CONTROL

This course includes a study of the elementary principles of nutrition, the relation of food selection to health and development of ways to improve poor dietary practices.

VHEV 83010—HOME DECORATION INTERIOR

This course includes a study of the ways in which attractive and livable interiors can be planned in relation to individual and family housing situations and incomes.

VHEV 84110—FAMILY RELATIONSHIP

This course includes emphasis on the needs and interests of various family members ranging from youngest to oldest and on ways of adapting daily activities and home facilities for greatest satisfaction of family members.

VHRV 39310—SLIMNASTICS

A course designed to provide information and experience to enable women to protect and maintain their health, with emphasis on good physical conditioning.

VIEW 90110—AIR CONDITIONING, REFRIGERATION, AND HEATING MECHANICS

Training in the installation, inspection, and repair of heating and cooling units for commercial and residential building, motor vehicles, aircraft, and ships.

VIEW 90210—APPLIANCE SERVICE

Training in the repair and maintenance of electrical and gas appliances.

VIEW 90310—AUTO BODY REPAIR

Training in the repair and replacement of damaged automobile body parts, including the removal of dents glass installation, body painting and refinishing, and upholstery.

VIEV 90410—AUTOMOTIVE MECHANICS

Training in the repair of passenger automobiles and light delivery trucks, including engines, transmissions, clutches, carburetors, ignition systems, chasis, bodies, and power operated equipment.

VIEV 91010—BLUEPRINT READING

Training in the reading and interpretation of blueprints and architectural drawings, and from such designs computes labor, material and equipment costs for construction work.

VIEV 91810—COMMERCIAL ART

Training in the creation of figures to illustrate advertising copy, books, and magazines, plus design of posters, signboards, billboards, and show cards.

VIEV 92010—COSMETOLOGY

Training in all of the services available including hair cutting, shampooing, dyeing, tinting, and styling, manicuring and pedicuring, scalp treatment and facial makeup and massage. Training prepares the pupil for the Florida State Board of Cosmetology examination for cosmetologists.

VIEV 92510—GENERAL DRAFTING

An introduction to the broad field of drafting as used in everyday living, architecture, engineering, construction, for general technical use. The laboratory work provides opportunities for students to learn to make and use drawings.

VIEV 93010—ELECTRIC CODE

This course is designed to prepare apprentice electricians to pass the electric code examination.

VIEV 93210—ELECTRONICS

Training in the installation, maintenance, and repair of electronically controlled and operated distribution systems used in industry and commercial businesses.

VIEV 93710—GARMENT MAKING COMMERCIAL

Training in the commercial design, pattern cutting and making of any kind of clothing.

VIEV 93810—OUTBOARD MOTOR REPAIR

Training in the inspection and repair of the mechanical equipment of gasoline-powered engines (other than automobile and truck), including motor testing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing and grinding, and replacing broken or damaged parts.

VIEV 95510—MACHINE SHOP WORK

Training in the construction and repair of all kinds of metal parts, tools, and machines, and in the operations of all machine tools, including lathes, milling machines, planers, shapers, and drill presses.

VIEV 97210—PLUMBING & PIPE FITTING

Training in the assembly and installation of air, gas, water and waste-disposal systems, including the cutting, reaming, and threading of pipe, calking and wiping joints, and the installation of gas, water and sanitary fixtures and equipment with their supports, hangers, or foundations.

VIEV 97510—PRINTING

Training in the duties concerned with hand and machine setting of type, assembling type and cuts in chases, and related duties prior to the actual printing operations.

VIEV 97810—RADIO & TELEVISION SERVICE

Training in the installation, testing, adjusting, and repair of radio and television sending and receiving equipment.

VIEV 98611—WATER & SEWAGE PLANT OPERATION-MATH

Training in mathematics in preparation for Water & Sewage Plant Operator's License Exam.

VIEV 98612—WATER & SEWAGE PLANT-RELATED COMMUNICATION

Training in communications in preparation for the Water & Sewage Plant Operator's License Exam.

VIEV 98613—WATER & SEWAGE PLANT-RELATED CHEMISTRY

Training in communications in preparation for the Water & Sewage Plant Operator's License Exam as well as various function of Water & Sewage Plant operation.

VIEV 98710—SHOE REPAIR

Training in repairing shoes. To understand the construction of a shoe, how to use and respect equipment, tools and materials. How to properly use the manufacturer's manuals and reference materials.

VIEV 99110—TAILORING

Training in commercial tailoring of garments such as suits, topcoats, overcoats, and dress clothes, or performing the more difficult hand and machine sewing tasks involved in alterations.

VIEV 99410—WELDING

Training in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.

VIEV 99710—UPHOLSTERING

Training in installing, arranging, and securing springs, padding, and covering materials such as cloth or leather to frames of over-stuffed chairs, day-ports and stationary seats, including automobile seats.

